

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	---	--

1.0	PHA Information PHA Name: <u>Housing Authority of the City of Prichard</u> PHA Code: <u>AL 169</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) <input checked="" type="checkbox"/> Troubled PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>HACP has 301 public housing units</u> : AMP 1 (6 scattered sites) – 141 units; AMP 2 (Thomas Hurst Elderly Village) – 50 units; AMP 3 (HOPE VI Family Rental) – 110 units. In addition, <u>HACP has 55 Section 32 homeownership units</u> : AMP 7 (Leacy Estates) – 8 units; AMP 5 (Bessemer Family Sales) -29 units; AMP 4 (Oaks at Chancery) - 18 Number of HCV units: <u>2,598</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <i>The mission of the Housing Authority of the City of Prichard (HACP) is to promote and provide safe, decent, quality and affordable housing, supportive services and economic opportunities to eligible program participants while they strive to achieve self-sufficiency and economic independence. HACP is committed to administering its programs in an efficient, effective, ethical and professional manner.</i> <i>HACP will continue to establish and maintain partnerships with its program participants and appropriate community organizations in order to accomplish this mission.</i>					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing. PHA Goal: Expand the supply of assisted housing Objectives: <input checked="" type="checkbox"/> Apply for additional rental voucher: <input checked="" type="checkbox"/> Reduce public housing vacancies: <input checked="" type="checkbox"/> Leverage private or other public funds to create additional housing opportunities: HOME Funds, Low Income Tax Credits, Bond Finance, Mixed Finance <input checked="" type="checkbox"/> Acquire or build units or developments <input checked="" type="checkbox"/> Other (list below) <ul style="list-style-type: none"> • Build additional units • Construct 75 new affordable units in NSP2 • Rehabilitate 50 abandoned or foreclosed residential properties • Establish a HACP Land Bank for future development initiatives • Administer Section 8 Project-Based Assistance Program for Oleander Park Apartments, Ltd. • Implement additional Section 8 Project-Based Assistance Program for up to 100 new units • Utilize Tax Credits, Home Funds, FHLB, Foundations, Replacement Housing Factor, Private Sources, Capital Funds, Etc., to increase affordable housing • Submit a Section 32 Homeownership Plan for remaining units to be sold in Heritage Estates and Figures Way Sub-divisions • Make request to HUD to convert the Leeds Street development to public housing 					

PHA Goal: Improve the quality of assisted housing

Objectives:

- ☒ Improve public housing management: (75) Goal is to achieve high-performing rating
- ☒ Improve voucher management: (100) Goal is to maintain its high-performing SEMAP rating
- ☒ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Provide replacement vouchers:

PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Implement voucher homeownership program
- ☒ Implement public housing or other homeownership programs

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities
- ☒ Other: (list below)
 - Market Section 8 Homeownership Program to existing voucher holders;
 - Recruit FSS Program participants to the program;
 - Refer families to homebuyer and credit counseling classes;
 - Continue to administer HCV FSS Program;
 - Continue to administer Public Housing FSS Program;
 - Neighborhood Networks Center
 - Improve Grant Administration

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability;
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, Color, religion national origin, sex familial status, and disability;
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size;
- ☒ Comply with Violence Against Women Act and Department of Justice Reauthorization Act of 2005

Progress

- *Public Housing vacancies – occupancy rates in the various AMPs are consistently between 99% and 100%.*
- *HACP was awarded funding for the Category 4 (Creation of Energy Efficient, Green Communities, Option 1) Capital Fund Recovery Competition and has constructed six (6) units to replace units demolished at AL169-001. The houses were designed and constructed using green building technologies and will effectively demonstrate increased energy efficiency, healthy, safe living environments, lower utility costs, utilization of renewable energy resources and conservation of energy, water, materials and natural resources.*
- *HACP was awarded a NSP2 grant and funds will be used to build/rehabilitate additional affordable housing units. A land bank has been formalized and the authority anticipates closing on 3-6 acquisition and rehabilitation properties in April, 2011.*
- *HACP achieved its goal of becoming a SEMAP high performer. HACP's final SEMAP score for the fiscal year ended June 30, 2010 was 100 percent. The HCV Program continues to improve the program and maximize resources. The Housing Choice Voucher Program has implemented several technical enhancements; Direct Deposit – this process allows quick and efficient payment after balancing, reduces postage, lost or stolen checks and amount of time necessary to receive payment. HapCheck- the system provides immediate access to transaction detail on each ACH. The payee is able to login and retrieve current and recent transaction information. GoSection8- the system creates opportunities for increased productivity by instantly making available rent reasonableness data from all over the jurisdiction. Allows for owner listings and advertisement and will maintain the vacancy list. It allows families to search for units that the system calculates what is affordable for them. WaitlistCheck – provides applicants with an online method to check waiting list status. A computer is provided in the lobby for clients, applicants, tenants and owners to access the online systems.*
- *HACP's Admissions and Continued Occupancy Policy is currently being revised.*
- *HACP has implemented a voucher homeownership program and several families have purchased homes utilizing this program.*
- *HACP has a Public Housing FSS Program and two families have purchased homes utilizing the services.*
- *HACP continues to provide an improved living environment for its public housing households.*
- *HACP has thirty-four participants in the Public Housing Family Self-Sufficiency Program. Four participants are participating in computer literacy courses with the Neighborhood Network Center. Three participants have taken part in comprehensive homeownership courses provided by the Affordable Homes Program. Five participants received comprehensive credit counseling through the Homeownership Supportive Services Program. One participant is enrolled and attending GED courses provided by the Neighborhood Network Program. Three participants took part in FDIC MoneySmart financial literacy courses. The Public Housing Family Self-Sufficiency Program partnered with several agencies to host a job fair, the attendance of the job fair was well over 1,200 persons.*
- *HACP's HCV FSS Program has fifty (50) participants. Five participants are enrolled in college. Several participants have purchased homes utilizing the voucher homeownership program. Participants are continuously referred to homebuyer and credit counseling classes and are in various stages of realizing the American Dream of homeownership.*
- *HACP continues to provide job preparation services, adult computer and adult education (GED) for assisted families.*

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

1. Eligibility, selection and admissions policies, including deconcentration and wait list procedures: *HACP revised its Section 8 Administrative Plan and removed the Natural Disaster preference; applications are processed by date and time only. (HACP is currently revising its ACOP)*

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: **(10)**
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
☐ Sub-jurisdictional lists
☒ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
☐ PHA development site management office
☒ Other (list below)

Interested persons may apply for admission to public housing at the housing authority's office located 2430 W Main Street, Prichard, AL 36610

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?**3**

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously- HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? **3**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☒ Other (list below)

2430 W Main Street, Prichard, AL 36610

6.0

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☒ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)?
(If "no" is selected, skip to subsection (5) **Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1 Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. SECTION 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office **200 W Prichard Avenue, Prichard, Alabama 36610**
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

HACP give extensions on standard 60-day period to search for a unit for circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60-day period. When families are unable to find suitable housing and request an extension in writing prior to the expiration date. HACP's maximum search time is 120 days.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing

- ☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)
- Other preferences (select all that apply)
- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one) **N/A**

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)
Radio
Television

2. Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2011 grants)		
a) Public Housing Operating Fund (based on 2010)	861,528	
b) Public Housing Capital Fund (based on 2010)	743,767	
c) Annual Contributions for Section 8 tenant-Based Assistance	16,608,000	
Other Federal Grants (list below)		
NSP2	19,596,526	Purchase and Rehabilitate 50 abandoned or foreclosed unites, modernization of residential properties, demolish 300 blighted structures and redevelop 75 sites for rental and homeownership units.
ARRA Formula Grant AL09S16950109	134,556	Public Housing Capital Improvements
CFP AL16900000309G	81,142	Development Activities
CFP AL09P169501-09	252,984	Modernization
CFP AL09P169501-10	329,866	Public Housing Capital Improvements
CFP AL169R169502-10	377,249	Development Activities
ROSS AL169 REF042A007	120,312	Provide vocational training, job search and opportunities that lead elderly public housing residents to independent living.
ROSS AL169REL033A007	109,104	Supportive services
ROSS AL169RFS005A007	7,571	Funding FSS Coordinator annual salary to link residents with supportive services.
ROSS AL169RFS006A009	18,291	Create programs which will help residents achieve economic self-sufficiency
ROSS AL169RNN023A007	109,552	Provide residents with access to computer technology/Internet
ROSS AL169RFS006A008	6,983	Public Housing FSS
ROSS AL169RPS090A008	112,469	Provide Service Coordinator to access Public Housing residents with their needs
Sub-total	39,469,900	
2. Public Housing Dwelling Rental Income	271,000	Public Housing Operations
3. Other Income (list below)		
Interest on investments	7,000	Development activities and operations
Sale of HOPE VI houses	600,000	Development activities and operations
Prior year sales proceeds	1,213,000	Development activities
4. Non-federal sources		
Management and bookkeeping fees	882,000	Operations
Other revenues from operations	980,000	Operations
Sub-total	6,392,000	
TOTAL RESOURCES	45,861,900	

3. Rent Determination: There has been no revision since the last Annual Plan submission. (HACP is currently revising its ACOP)

PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

C. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **N/A**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **N/A**

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☒ Other (list below)
Flat Rent & PHA Paid Utilities

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
☒ Other (list below)

- *Residents are required to report all changes in family composition or status to the HACP in writing within 10 calendar days of the occurrence. Failure to report in writing within the 10 calendar days may result in a retroactive rent increase, but not a retroactive credit or rent reduction. Residents are also required to report interim increases in income if they have been granted interim rent reductions.*

HACP wishes to encourage families to improve their economic circumstances, so most changes in family income between reexaminations will not result in a rent change. Complete verification of the circumstances applicable to rent adjustments must be documented and approved by the HACP.

The HACP will process interim adjustments in rent as follows: (a) Income Change – HACP action: Decrease in family income for any reason, except for decrease that lasts fewer than 60-days. The HACP will process an interim reduction in rent if the income decrease will last more than 60 days. Decrease in income resulting from welfare fraud or from welfare cuts for failure to comply with economic self-sufficiency requirements are not eligible for rent reductions. Increase in income because a person with income (from any source) joins the household. The HACP will process an interim increase. Increase in earned income from existing employment of a current household member. The HACP will defer the increase to the next regular reexamination. Increase in income from any new source. The HACP will process an interim increase unless the individual is eligible for an earned income disallowance. The disallowance will be granted. Incremental increases in family income due to pay increases or raises from existing employment. The HACP will defer the increase to the next regular reexamination. Increase in unearned income (e.g. COLA adjustment for Social Security). The HACP will defer the increase to the next regular reexamination.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)
A survey conducted by a consultant

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) N/A

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)
- **Encourage families to move to low poverty areas**
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
4. *Operations and Management: HACP continues to review/revise/update its policies and procedures as needed. Organizational Chart attached as attachment: al169a01*
5. *PHA Grievance Procedures: There has been no revision since the last Annual Plan submission. (HACP is currently revising its ACOP)*
- A. Public Housing**
1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?
- If yes, list additions to federal requirements below:
2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☒ Other (list below)
- 2430 W Main Street, Prichard, AL 36610**
- B. Section 8 Tenant-Based Assistance**
1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?
- If yes, list additions to federal requirements below:
2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office **200 W Prichard Avenue, Prichard, AL 36610**
- ☐ Other (list below)
6. *Designated Housing for Elderly and Disabled Families: There has been no revision since the last Annual Plan submission.*
1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

7. Community Service and Self-Sufficiency:

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **03/18/2003**

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Adult Education (GED)</i>	<i>4</i>	<i>Random</i>	<i>NNC</i>	<i>Both</i>
<i>ACT</i>	<i>5</i>	<i>Random</i>	<i>NNC</i>	<i>Both</i>
<i>Credit Counseling</i>	<i>20</i>	<i>Random</i>	<i>PHA Main Office</i>	<i>Both</i>
<i>Adult Computer</i>	<i>37</i>	<i>Random</i>	<i>NNC</i>	<i>Both</i>
<i>Youth Computer</i>	<i>35</i>	<i>Random</i>	<i>NNC</i>	<i>Both</i>
<i>Financial Services Counseling</i>	<i>84</i>	<i>Random</i>	<i>Homeownership/Main Office</i>	<i>Both</i>
<i>Job Preparation Services</i>	<i>42</i>	<i>Random</i>	<i>NNC</i>	<i>Both</i>
<i>Section 8 FSS</i>	<i>50</i>	<i>Random</i>	<i>PHA Main Office</i>	<i>Section 8 Participants</i>
<i>Public Housing FSS</i>	<i>34</i>	<i>Random</i>	<i>Public Housing Office</i>	<i>Public Housing Participants</i>
<i>ROSS NNC</i>	<i>91</i>	<i>Random</i>	<i>NNC</i>	<i>Public Housing Participants</i>
<i>ROSS Family</i>	<i>75</i>	<i>Random</i>	<i>Homeownership Office</i>	<i>Both</i>
<i>Section 8 – Homeownership</i>	<i>6</i>	<i>Specific Criteria</i>	<i>PHA Main Office Homeownership Office</i>	<i>Section 8 Participants</i>

(2) Family Self Sufficiency program(s)

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2011 Estimate)	Actual Number of Participants (As of:07/01/2010)
Public Housing	31	34
Section 8	52	50

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

8. *Safety and Crime Prevention: There has been no revision since the last Annual Plan submission.*

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti

☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☐ Resident reports
☐ PHA employee reports
☒ Police reports
☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

3. Which developments are most affected? (list below)

Heritage Estates
Magnolia Trace
R.V. Brown

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☒ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

2. Which developments are most affected? (list below)

R.V. Brown Drive
Magnolia Trace
Heritage Estates

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

***R.V. Brown Drive
Magnolia Trace
Heritage Estates***

9. *Pets: A description of HACF's Pet Policy Family & Elderly/Handicapped is included as attachment al169c01*

10. *Civil Rights Certification: Civil Rights certifications are included in the PHA Plan Certifications of Compliance with the PHA*

11. *Fiscal Year Audit:*

- 1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
- 3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
- 4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? **N/A**
If yes, how many unresolved findings remain? _____
- 5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? **N/A**
If not, when are they due (state below)?

12. *Asset Management*

- 1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☒ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)

13. *Violence Against Women Act (VAWA) is included as attachments: al169d01, al169e01*

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Copies of the 5-Year and Annual PHA Plan are available for review at the following locations:

- ✓ 200 W Prichard Avenue, Prichard, AL 36610
- ✓ 2430 W Main Street, Prichard, AL 36610
- ✓ 4503 Senator Drive, Prichard, AL 36613

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><u>HOPE VI:</u> HACP does not plan to apply for any HOPE VI funds. HACP was awarded a \$20,000,000 HOPE VI grant on March 19, 2003. HACP has since totally completed the HUD approved Revitalization Plan and the Office of Public Housing Investments approved the HOPE VI Grant Close-out Report. HACP received the final official HOPE VI closeout documents in February, 2011.</p> <p><u>MIXED FINANCE DEVELOPMENT:</u> HACP plans to apply for Low Income Housing Tax Credits and construct 30-75 units as a Mixed-Finance transaction as a component of the NSP2 program and/or using NSP2 program income.</p> <p><u>DEVELOPMENT:</u> HACP was awarded funding for the Category 4 (Creation of Energy Efficient, Green Communities, Option 1) Capital Fund Recovery Competition and has built six (6) units to replace units demolished at AL169-001.</p> <p><u>DEMOLITION:</u> HACP does not plan to conduct any demolition activities in the plan Fiscal Year</p> <p><u>DISPOSITION:</u> HACP does not plan to conduct any disposition activities in the plan Fiscal Year</p> <p><u>CONVERSION OF PUBLIC HOUSING</u> HACP is not required to convert any buildings to tenant-based assistance and does not plan to voluntarily convert.</p> <p><u>HOMEOWNERSHIP PROGRAMS:</u> HACP has administered several affordable homeownership programs since 1992. The more recent developments include one hundred fifteen (115) HOPE VI (Section 32) units. The Oaks at Chancery AL09P169024, 57 units; Bessemer Family Sales AL169026, 36 units and Leacy Estates AL169028; 22 units. HACP currently administers a Section 8 homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR Part 982. HACP plans to construct twenty-five (25) units of new construction for homeownership in Snug Harbor and fifty (50) units of acquisition and rehabilitation in NSP2 distress census tracts.</p> <p><u>PROJECT-BASED VOUCHERS:</u> Designating Project Based Vouchers instead of Tenant Based Vouchers allows the housing Authority the opportunity to keep vouchers leased up, lessens the turnover rate, helps create additional affordable housing and expands housing opportunities. HACP currently manages 56 units under its Section 8 Project Based Voucher Program. General location: Mobile County, Census Tract 64.05. HACP will use Section 8 Project Based Vouchers in its NSP2 Program for approximately 60-65 units.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. <i>Please see attachments: al169f01; al169h00; al169i01; al169j01; al169k01; al169l01</i></p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>Please see attachment: al169g01</i></p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><i>HACP has a Section 8 waiting list total of 870 families, of those, 538 or 62% are extremely low income and 332 or 38% are very low income. Families with children make up 83% of the waiting list, elderly families consist of 10% and families with disabilities comprise 6% of the waiting list. Forty-two families on the Section 8 waiting list are white and eight hundred twenty-eight are black.</i></p> <p><i>HACP has a Public Housing waiting list total of 290 families, of those, 206 or 71% are extremely low income; 63 or 22% are very low income and 21 or 7% are low income. Families with children make up 88% of the waiting list, elderly families consist of 5% and families with disabilities comprise 6% of the waiting list. Two hundred eighty-nine families on the Public Housing waiting list are black; one is white and none are classified as other.</i></p> <p><i>Characteristics by bedroom size:</i></p> <ul style="list-style-type: none"> <i>9 families are waiting on 1 bedroom units</i> <i>13 families are waiting on 2 bedroom units</i> <i>196 families are waiting on 3 bedroom units</i> <i>54 families are waiting on 4 bedroom units</i> <i>18 families are waiting on 5 bedroom units</i> <i>0 families are waiting on 5+ bedroom units</i>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p><i>HACP continuously work to address the housing needs of the citizens in its jurisdiction. HACP has constructed six units of replacement housing for units demolished at ALI69-001. HACP intends to increase the number of affordable housing units by: Leveraging affordable housing resources in the community through the creation of mixed-finance housing; Pursuing housing resources other than public housing or Section 8 tenant-based assistance; Applying for additional Section 8 units should they become available and establish a Land Bank for future development initiatives.</i></p> <p><i>HACP will continue to maximize the number of affordable units available within its current resources by: Continuing to minimize the number of public housing units off-line. Continue to reduce turnover time for vacated public housing units. Increasing Section 8 lease-up rates by marketing the program to owners outside of minority and poverty concentration. Increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of the program.</i></p> <p><i>HACP will increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively market to races/ethnicities shown to have disproportionate housing needs. Also, HACP will conduct activities to affirmatively further fair housing by counseling Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units and market the Section 8 program to owners outside of areas of poverty/minority concentrations.</i></p>

Additional Information. Describe the following, as well as any additional information HUD has requested.

In accordance with PIH Notice 2009-28; HACP is in compliance with recording of Declaration of Trust.

HACP Operating Budget – attachment al169m01

MOA Part A – attachment al169n01

MOA Part B – attachment al169o01

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

Increase the availability of decent, safe and affordable housing

HACP was awarded funding for the Category 4 (Creation of Energy Efficient, Green Communities, Option 1) Capital Fund Recovery Competition and has since completed the construction of six (6) public housing units. These units were built using green building design and construction technologies and will effectively demonstrate increased energy efficiency, healthy, safe living environments and lower utility costs.

In January 2010 HACP was awarded a NSP2 Grant in the amount of \$20,000,000. HACP will utilized those funds to purchase and rehabilitate fifty (50) residential properties that have been abandoned or foreclosed; redevelop/construct fifty (50) new residential rental units and redevelop/construct twenty-five (25) new residential homeownership units.

Improve the quality of assisted housing

HACP has some of the most desirable properties within the City of Prichard. Renovations were recently completed in the R.V. Brown Community, porches were extended, new gutter systems were installed and the landscaping was enhanced.

Promote Self-sufficiency and asset development of families and individuals

The mission of the HACP is to promote supportive services and economic opportunities to program participants while they strive to achieve self-sufficiency and economic independence. HACP administers both a Public Housing FSS Program and a HCV FSS Program. The Public Housing FSS program has increased its participation to thirty-four (34) participants. The HCV FSS program maintains 50 participants. Families are continuously referred to credit counseling, GED classes, job preparation training and computer classes.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Substantial Deviation: *HACP's definition of substantial deviation is any change to the Mission Statement, 50% deletion from or addition to the goals and objectives as a whole and 50% or more decrease in the quantifiable measurement of any individual goal or objective.*

Significant Amendment: *HACP's definition of significant amendment is additions or non-emergency work items in excess of \$25,000 (items not included in the current Capital Funds Annual Statement or Five Year Action Plan) or any changes in excess of \$25,000 in use of replacement reserve funds. Any change in policy or operation being submitted to HUD that requires a separate notification to residents, such as changes in the Public Housing Conversion, Demolition/Disposition, Designated housing or Public Housing Homeownership Programs.*

(c) MOA

HACP received a PHAS score of 75(Substandard Financial) for the 2007 fiscal year end and is currently under a MOA with the Department of Housing and Urban Development.

10.0

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
------	---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

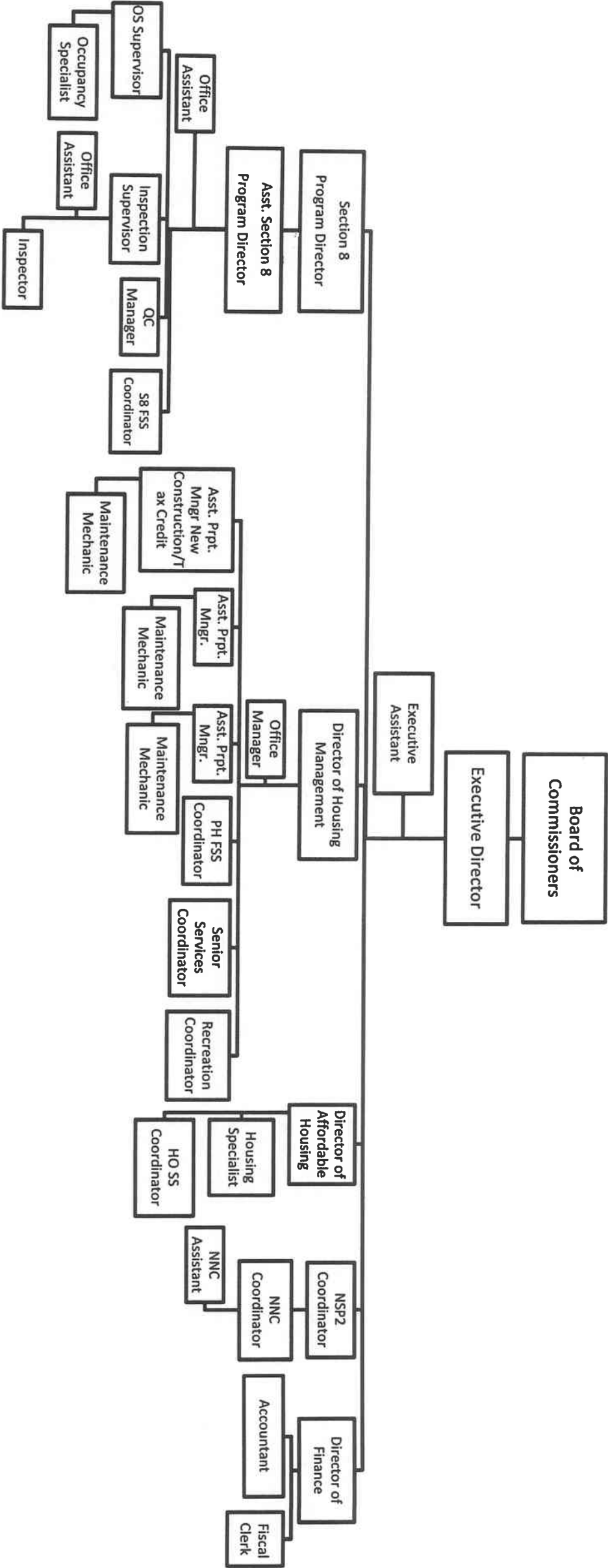
- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

HACP
ORGANIZATION CHART
Attachment AL169A01



HACP

NAME INDEX FOR ORGANIZATION CHART

Attachment AL169A01

Board of Commissioners

- Michael A. Howard, Chairman
- Reginald A. Crenshaw, Sr., Vice Chairman
- Diane B. Payne
- Flettie Tandy
- Minnie Livingston

Executive Director

- Charles Pharr

Executive Admin. Assistant

- Lisa J. Ephriam

Section 8 Program Director

- Felicia Snow

Office Assistant

- Vacant

Assist. Section 8 Program Director

- Vacant

OS Supervisor

- Synetta Pettway

Occupancy Specialist

- Anitra Pugh
- Chelette Webster
- Nanette Johnson
- Beverly Foster
- Marguerite Austin
- Derricka Hickman
- Mykell Hudson

Inspection Supervisor

- Milton Taylor

Office Assistant

- Janelle James

Inspector

- Wendell Threadgill
- Michael Torrance

QC Manager

- Margueline Campbell

S8 FSS Coordinator

- Jane Stallworth

Director of Housing Management

- Donald Jackson

Office Manager

- Debra Gaines

Assistant Property Manager New Construction/Tax Credit

- Sherry Brookins

Maintenance Mechanic

- Michael Buchanan

- Vacant

Assistant Property Manager Public Housing

- Harry Austin

Maintenance Mechanic

- Jerry Osbey
- Izonnia Soloman
- Alvin Jarreau

Assistant Property Manager Leeds

- Regina Mitchell

Maintenance Mechanic

- Carl Evans

- Bruce Bradford

Public Housing FSS Coordinator

- Terrie Henderson

Senior Services Coordinator

- Kathy Belcher

Recreation Coordinator

- Melissa Clark

Director of Affordable Housing

- Mary Kidd

Housing Specialist

- Vacant

HO Supportive Services Coordinator

- Zulieka Frazier
- Monica Wiggins

NSP2 Coordinator

- Charles E. Hall

NNC Coordinator

- Frewin Osteen

NNC Assistant

- Vacant

Director of Finance

- Joseph C. Antoine

Accountant

- Kimberly Wilson

Fiscal Clerk

- Helen Hampton

Attachment: al169b01
Housing Authority of the City of Prichard
Implementation of the Community Service Requirement

Description of the Community Service Policy

The HACP Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The HACP believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provided in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

COMMUNITY SERVICE POLICY

- A. Each non-exempt adult public housing resident must contribute eight (8) hours of community service or participate in a self-sufficiency program for eight (8) hours in each month. Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service does not include political activities.

Note:

For purposes of the community service requirement an adult is a person eighteen (18) years or older.

- B. Exempt: The following adult family members are exempt:
- (1) 62 years of age or older
 - (2) Persons with qualifying disabilities which prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability, which may include self certification. In addition, any person who is the primary caretaker of such individual is exempt.
 - (3) Persons engaged in work activities as defined in section 407.(d) of the Social Security Act.
 - (4) Persons participating at least eight (8) hours a month in a welfare-to-work program.
 - (5) Person receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.
- C. Proof of Compliance: Each head of household must present to the HA office documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt, have complied with this section. Documentation may include a letter from the agency on letterhead or other official document. Any such documentation shall be verifiable by the HA. Failure to comply with the Community Service Requirement and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being renewed by the HA. Provided, however, that the HA may allow the family member who is not in compliance to complete the requirements within the following year as follows: The head of household and the person not in compliance shall sign an agreement stating that the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification. Failure to comply with the agreement shall result in the

lease being terminated for such non-compliance, unless the person(s), other than the head of household, no longer resides in the unit and has been removed from the lease.

FAILURE TO COMPLY WITH THE COMMUNITY SERVICE REQUIREMENT AND TO PROVIDE APPROPRIATE VERIFIABLE DOCUMENTATION PRIOR TO THE DATE REQUIRED SHALL RESULT IN THE LEASE NOT BEING RENEWED BY THE HA.

- D. Changes in Exempt or Non-Exempt Status will be handled during an interim or annual re-certification.

Attachment AL169C01
Housing Authority of the City of Prichard
Pet Policy Addendum(Family & Elderly/Handicapped)

This policy is being Executed in accordance with Section XVI of the Dwelling Lease

Section I.

1. Pet ownership: A tenant may own one or more common household pets or have one or more common household pets present in the dwelling unit of such tenant, subject to the following conditions:
 - A. Each Head of Household may own up to two pets. If one of the pets is a dog or cat, (or other four legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet. The Head of Household must register the pet with the housing authority. Registration includes the certification from a licensed veterinarian that the pet has obtained all required pet inoculations, information to identify the pet, and the name and address of the pet owner and the name and address of a responsible party to care for the pet if the owner is unable to. This information shall be updated annually as part of the reexamination process.
 - B. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months, and cats must be declawed by the age of three (3) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of the humane society. The evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed or declawed. Tenant must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed 10 pounds (fully grown) and a dog may not exceed 20 pounds in weight (fully grown). All other four legged animals are limited to 10 pounds (fully grown).
 - C. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
 - D. If the pet is a fish, the aquarium must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.
 - E. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian or staff of the humane society and must be provided before the execution of this agreement.
 - F. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Tenant's lawns. Also, all pets must

wear collars with identification at all times. Pets without a collar will be picked-up immediately and transported to the Humane Society or other appropriate facility.

- G. All authorized pet(s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended, on HA property may be impounded and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff has to take a pet to the Humane Society the Tenant will be charged \$50 to cover the expense of taking the pet(s) to the Humane Society.
- H. Pet(s) may not be left unattended for more than twenty-four consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a twenty-four (24) consecutive hour period, HA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Tenant. In the case of an emergency, the HA will work with the resident to allow more than 24 hours for the resident to make accommodations for the pet.

Note:

Any pet that is not fully grown will be weighed every six months. Also, any pet that exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from HA property.

- I. Pet(s), as applicable, must be weighed by a veterinarian or staff of the humane society. A statement containing the weight of the pet must be provided to the HA prior to the execution of this agreement and upon request by the HA.
- 2. Responsible Pet Ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit.
 - 3. Prohibited Animals: Animals or breeds of animals that are considered by the HA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweiler, doberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.
 - 4. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. This includes any pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and therefore disturbs any person at any time of the day or night. The Housing Manager will terminate this authorization if a pet disturbs other tenants under this section of the lease addendum. The Tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.

5. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the tenant, in writing, that the animal must be removed from the Public Housing Development, within 10 day of the date of the notice from the HA. The Tenant may request a hearing, which will be handled according to the HA's established grievance procedure. The pet may remain with the tenant during the hearing process unless the HA has determined that the pet may be a danger or threat to the safety and security of other persons. If this determination has been made by the HA, the pet must be immediately removed from the unit upon receipt of the notice from the HA.
6. The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the HA staff is required to clean any waste left by a pet, the Tenant will be charged \$25 for the removal of the waste.
7. The Tenant shall have pets restrained so that maintenance can be performed in the apartment. The Tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Tenant shall be charged a fee of \$25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained may be impounded by animal control officers or by HA staff and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff takes a pet to the Humane Society the Tenant will be charged an additional \$50 to cover the expense of taking the pet(s) to the Humane Society. The housing authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections or other activities of the landlord.
8. Pets may not be bred or used for any commercial purposes.

Section II. SCHEDULE OF ANNUAL FEES AND INITIAL DEPOSIT
FEE AND DEPOSIT SCHEDULE

(An Annual Fee and Deposit is required for each pet)

Type of Pet	Fee	Deposit
Dog	\$150	\$250
Cat	\$100	\$150
Fish Aquarium	\$50	\$100
Fish Bowl (Requires no power and no larger than two gallons)	\$0	\$25
Caged Pets	\$100	\$150

Note: The above schedule is applicable for each pet; therefore, if a tenant has more than one pet he or she must pay the applicable annual fee and deposit for each pet.

The entire annual fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy.

The annual fee shall be paid at the time of reexamination each year and all proof of inoculations and other requirements shall be made available to the HA at such time. The Annual Fee is not reimbursable. The

deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any balance, if any, from the deposit will be refunded to the tenant. THERE SHALL BE NO REFUND OF THE ANNUAL FEE.

It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Paragraph IV (L) of the lease (a serious violation) and the HA will issue a termination notice. The tenant will be entitled to a grievance hearing in accordance with the provisions of Paragraph 5 of this Pet Policy or the Grievance Procedure, as applicable.

RESIDENT ACKNOWLEDGMENT

After reading and/or having read to me this lease addendum I, _____ agree to the following: (Print Name)

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay the landlord or applicable party for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless the landlord for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable annual fee of \$_____ to cover some of the additional operating cost incurred by the HA. I also understand that this fee is due and payable prior to the execution of this lease addendum and each twelve months thereafter.

I agree to pay a refundable pet deposit of \$_____ to the HA. The Annual Fee and Initial Deposit must be paid prior to the execution of this lease addendum. The pet deposit may be used by the Landlord at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of Tenant's occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to the Tenant after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET(S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE HA AT THE ANNUAL REEXAMINATION. ANNUAL FEES SHALL BE PAYABLE IN FULL TWELVE MONTHS FROM THE APPROVAL DATE.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET(S) FROM THE PROPERTY OF THE HA AND/OR EVICTION. I, ALSO UNDERSTAND THAT I MY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE HA.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM THE HA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED OR ADDING A SECOND PET. ALSO, A PICTURE MAY BE TAKEN BY THE HA STAFF OF THE PET (S) FOR

DOCUMENTATION.

Head of Household Signature

Date

Housing Authority Representative Signature

Date

Attachment: AL169d01
Housing Authority of the City of Prichard

Violence Against Women Act

On January 5, 2006, President Bush signed into law the “Violence Against Women and Department of Justice Reauthorization Act of 2005” (Public Law 109-162). The law became effective that same day. In addition to reauthorizing many programs at the Department of Justice, the bill reauthorizes and expands provisions of the Violence Against Women Act (VAWA), which was originally enacted in 1994.

The law defines domestic violence as “felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies.” Dating violence, sexual assault, and stalking are included in the definition of domestic violence.

VAWA prohibits the Housing Authority of the City of Prichard (HACP), landlords and owners from considering actual or threatened domestic violence, dating violence, or stalking as a cause for terminating the tenancy of the victim. Specifically, HACP and owners may not construe such violence or stalking as

- A serious repeated violation of the lease by the victim,
- Other good cause for terminating the tenancy, or
- Criminal activity justifying the termination of tenancy or program assistance of the victim.

VAWA does not, however, change existing eligibility requirements. Domestic violence victims must still otherwise qualify for admission and continued participation in the Housing Choice Voucher Program (HCVP).

HACP may deny, remove or terminate assistance to an individual perpetrator of such actions and continue to allow the victim or other household members to remain in the dwelling unit or receive housing assistance. VAWA authorizes owners and landlords to bifurcate a lease, allowing HACP to terminate the assistance of the perpetrator of violence without penalizing the victim. This does not limit the authority of the HACP to terminate assistance for other criminal activity or good cause.

A participant who is a victim of domestic violence, dating violence or stalking may request and be granted portability due to the incident or threat if they are otherwise compliant with all program obligations and the perpetrator has been removed from the dwelling unit.

In processing a request by a victim for continued assistance or for portability, the HACP may request certification of the domestic violence, dating violence or stalking to ensure that the actual or threatened abuse meets the requirements set forth in the VAWA. The

Attachment: AL169d01
Housing Authority of the City of Prichard

certification must include the name of the perpetrator and must be provided within 14 business days.

HACP shall keep all information and certification(s) obtained about the victim's status confidential. The information will not be entered into any shared database or provided to any related entity. HACP may disclose the information if the victim's request or consent to the disclosure in writing, the information is required for use in eviction proceedings related to whether the incident(s) in question qualify as a serious or repeated violation of the lease or criminal activity directly relating to domestic violence, dating violence or stalking; or is otherwise required by law.

Attachment AL169e01
Housing Authority of the City of Prichard

***VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE
REAUTHORIZATION ACT OF 2005***

On January 5, 2006, President Bush signed into law the “Violence Against Women and Department of Justice Reauthorization Act of 2005” (Public Law 109-162). The law became effective that same day. In addition to reauthorizing many programs at the Department of Justice, the bill reauthorizes and expands provisions of the Violence Against Women Act (VAWA), which was originally enacted in 1994.

The law defines domestic violence as “felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies.” Dating violence, sexual assault, and stalking are included in the definition of domestic violence.

The most significant affect the law has on Public Housing residents and applicants for housing at a public housing development is that an individual’s status as a victim of domestic violence, dating violence, sexual assault or stalking is NOT an appropriate basis for denial of housing or eviction from public housing. The new law does NOT change existing eligibility and continuing occupancy requirements. Domestic Violence victims must still otherwise qualify for admission to and continuing occupancy of public housing.

The Housing Authority of the City of Prichard has long recognized the needs of victims. The Housing Authority is committed to these victims, as well as members of their immediate family, and to compliance with the VAWA law. The Housing Authority will require a certification as to the incident(s).

The PHA shall keep all information and certification(s) obtained by the PHA about a victim’s status confidential. The information will not be entered into any shared database or provided to any related entity. However, the PHA may disclose the information if the victim requests or consents to the disclosure in writing; the information is required for use in eviction proceedings related to whether the incident or incidents in question qualify as a serious or repeated violation of the lease or criminal activity directly relating to domestic violence, dating violence or stalking; or is otherwise required by law.

The following offenses are grounds for denial or termination of assistance for applicant/resident:

- a Criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate member of the

Attachment AL169e01
Housing Authority of the City of Prichard

tenant's family is a victim of that domestic violence, dating violence, sexual assault or stalking;

- b Notwithstanding subparagraph a above, a public housing agency under this section may bifurcate a lease under this section, in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant:
- c Nothing in subparagraph a may be construed to limit the authority of a public housing agency, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up;
- d Nothing in subparagraph a limits any otherwise available authority of a public housing agency to evict a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate;
- e Nothing in paragraph a may be construed to limit the authority of a public housing agency to terminate the tenancy of any tenant if the public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's tenancy is not terminated; and
- f Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.
- g The PHA shall not terminate or refuse to renew this lease due to an incident or incidents of actual or threatened domestic violence, dating violence, or stalking. These incident(s) will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of the victim of such violence.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Pritchard		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval:	
--	--	--	--	--	--

Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		Revised Annual Statement (revision no:)	
---	--	--	--	--	--

Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	73,304.00			
4	1410 Administration (may not exceed 10% of line 21)	36,652.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	216,562.00			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		PHA Name: Housing Authority of the City of Prichard		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies				<input type="checkbox"/> Revised Annual Statement (revision no:)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Original	Revised ²	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	366,518.00					
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						
Signature of Executive Director		Date	Signature of Public Housing Director		Date		
<i>Charles Phan</i>		04/11/2011					

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHH funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Federal FY of Grant: 2011

[illegible]

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: Housing Authority of the City of Prichard

Grant Type and Number

Capital Fund Program Grant No:
CFPP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FY of Grant: 2011

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011











Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing Authority of the City of Prichard

Federal FY of Grant:

Reasons for Revised Target Dates

[illegible]¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

Part I: Summary						
PHA Name/Number Housing Authority of the City of Prichard			Locality (City/County & State)		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY _2011__	Work Statement for Year 2 FFY _2012_	Work Statement for Year 3 FFY __2013__	Work Statement for Year 4 FFY __2014__	Work Statement for Year 5 FFY __2015_
B.	Physical Improvements Subtotal		183,258	183,258	183,258	183,258
C.	Management Improvements		73,304	73,304	73,304	73,304
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		36,652	36,652	36,652	36,652
F.	Other					
G.	Operations		73,304	73,304	73,304	73,304
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		366,518	366,518	366,518	366,518

Part I: Summary (Continuation)[illegible]

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY ____2011____	Work Statement for Year ____2____ FFY ____2012____			Work Statement for Year: ____3____ FFY ____2013____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	HA – Wide	Replace mail station	183,258	HA-Wide	Paint 25 units	183,258
		Install energy savings light bulbs			Replace carpet in 20 units	
		Install energy savings Shower heads			Signage for Heritage Estates	
		Paint 50 units			Gutter system for Heritage Estates	
		Replace carpet in 40 units			Install new 410 A/C System in 30 units	
		Install new 410 A A/C System in 50 units				
	Subtotal of Estimated Cost		\$183,258	Subtotal of Estimated Cost		\$183,258

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY __2011__	Work Statement for Year __4__ FFY __2014__			Work Statement for Year: __5__ FFY __2015__		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	HA - Wide	Replace existing roofs on 70 units with 30+ yr shingles	183,258		Replace existing roofs on 71 units with 30+ yr shingles	183,258
	Subtotal of Estimated Cost		\$183,258	Subtotal of Estimated Cost		\$183,258

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year <u>2</u> FFY <u>2012</u>		Work Statement for Year: <u>3</u> FFY <u>2013</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	HA – Wide Management, Administration Operations	183,260	HA – Wide Management, Administration Operations	183,260
	Subtotal of Estimated Cost	\$183,260	Subtotal of Estimated Cost	\$183,260

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2011	Work Statement for Year __4__ FFY __2014__		Work Statement for Year: __5__ FFY __2015__	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	HA – Wide Management, Administration Operations	183,260	HA – Wide Management, Administration Operations	183,260
		Subtotal of Estimated Cost	\$183,260	Subtotal of Estimated Cost

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		PHA Name: Housing Authority of the City of Prichard		Grant Type and Number Capital Fund Program Grant No: AL 09 S169 501 09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹		
					Expended		
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements	79,400	0				
4	1410 Administration (may not exceed 10% of line 21)	0	79,400	79,400	53,856		
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs	25,000	25,000	25,000	19,640		
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures	495,794	495,794	495,794	393,591		
11	1465.1 Dwelling Equipment—Nonexpendable	193,802	193,802	193,802	125,322		
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary				FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Prichard		Grant Type and Number Capital Fund Program Grant No: AL09 S169 501 09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10 <input type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	793,996	793,996	793,996	592,409
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 04/6/11		Signature of Public Housing Director	
<i>Charles Plan</i>					
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages							
PHA Name: Housing Authority of the City of Prichard			Grant Type and Number Capital Fund Program Grant No: AL09 S169 501 09 CFPP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²
AL169 - AMP 1	Administration Fee	1410		50,000	79,400	79,400	53,856
AL169 - AMP 1	Fees and Cost: A&E and Legal	1430		25,000	25,000	25,000	19,640
AL169 - AMP 1	Rehabilitation of five (5) single family homes located in Heritage Estates	1460		486,496	495,794	495,794	393,591
AL169 - AMP 1	Add concrete porches for 24 apartments at R. V. Brown						
AL169 - AMP 1	Painting 14 units in R. V. Brown						
AL169 - AMP 1	Painting 16 units in Magnolia Trace						
AL169 - AMP 1	Painting 32 units in Heritage Estates						
AL169 - AMP 1	Painting 2 units in Figures Way						
AL169 - AMP 1	Painting 1 unit in Norwood Point						
AL169 - AMP 1	Painting 1 unit in Bella Street						
AL169 - AMP 1	Painting 1 unit in Ponderosa Pines						
AL169 - AMP 2	Install fence around perimeter of retention pond at Thomas Hurst Elderly site						
AL169 - AMP 1	Heritage Estates - 65 Ranges/Refrigerators/Hot Water Heaters	1465.1		232,500	193,802	193,802	125,322
AL169 - AMP 1	Magnolia Trace - 22 Ranges/Refrigerators/Hot Water Heaters						
AL169 - AMP 1	R. V. Brown - 39 Ranges/Refrigerators/Hot Water Heaters						

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Federal FFY of Grant: 2009

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Pritchard Housing Authority 200 W Pritchard Ave Pritchard, AL 36610		Grant Type and Number Capital Fund Program Grant No. AL16900000309G Date of CFFP: _____		Replacement Housing Factor Grant No.:		FFY of Grant: 2009		FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10 <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report									
Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended		
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³								
3	1408 Management Improvements								
4	1410 Administration (may not exceed 10% of line 21)		100,000			100,000	58,210		
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs		153,500			153,500	47,199		
8	1440 Site Acquisition								
9	1450 Site Improvement		120,000			120,000	115,420		
10	1460 Dwelling Structures		729,600			729,600	568,998		
11	1465.1 Dwelling Equipment--Nonexpendable								
12	1470 Non-dwelling Structures								
13	1475 Non-dwelling Equipment								
14	1485 Demolition								
15	1492 Moving to Work Demonstration								
16	1495.1 Relocation Costs								
17	1499 Development Activities ⁴								
18a	1501 Collateralization or Debt Service paid by the PHA								
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment								
19	1502 Contingency (may not exceed 8% of line 20)								
20	Amount of Annual Grant: (sum of lines 2 - 19)		1,103,100			1,103,100	789,827		
21	Amount of line 20 Related to LBP Activities								
22	Amount of line 20 Related to Section 504 Activities								
23	Amount of line 20 Related to Security - Soft Costs								
24	Amount of line 20 Related to Security - Hard Costs								
25	Amount of line 20 Related to Energy Conservation Measures		729,600			729,600	568,998		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary			
PHA Name: Pritchard Housing Authority 200 W Pritchard Ave Pritchard, AL 36610		Grant Type and Number Capital Fund Program Grant No. AL 16900000309G Replacement Housing Factor Grant No. Date of CFFP: _____	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost
Signature of Executive Director <i>Charles Plam</i>		Date 04/06/2011	Signature of Public Housing Director
		Revised ²	Obligated
		Total Actual Cost ¹	Expendable

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name:	Grant Type and Number	Federal FFY of Grant:
Prichard Housing Authority	Grant No: AL16900000309G CFFP (Yes/No): NP~O Capital Fund Program No. 2009	2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AL16900000309G	Administration	1410		100,000		100,000	58,210	
AL16900000309G	Fees and Costs -A&E fees	1430		153,500		153,500	47,199	
AL16900000309G	Site improvements	1450	6 units	120,000		120,000	115,420	
AL16900000309G	Energy efficient, green communities	1460	6 units	729,600		729,600	568,998	
AMP No. to be assigned	dwelling structures							
							</	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name:
Prichard Housing Authority

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Prichard	Grant Type and Number Capital Fund Program Grant No: AL09P16950109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval:
---	--	--

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost ¹	
		Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³	83,495	83,495	83,495	83,495	83,495	
3	1408 Management Improvements	83,495	83,495	83,495	83,495	8,293	
4	1410 Administration (may not exceed 10% of line 21)	41,748	41,748	41,748	41,748	41,748	
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement	123,739	93,739	0	0	0	
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment	85,000	85,000	48,187	7,126		
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs	0	30,000	0	0	0	
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Pritchard	Grant Type and Number Capital Fund Program Grant No: AL09P16950109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input type="checkbox"/> Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10 <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised²
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	417,477	256,925
21	Amount of line 20 Related to LBP Activities		140,662
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director <i>Charles Plan</i>		Date 4/6/2011	Signature of Public Housing Director
			Date

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Prichard			Grant Type and Number Capital Fund Program Grant No: AL09P16950109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
PHA - Wide	Site Improvement Landscaping, shrubbery, erosion control and sidewalk repairs.	1450		123,739	93,739	0	0		
PHA - Wide	Non-Dwelling Equipment Fitness equipment for Community Building, curtains for stage, floor mats, wall pads, mirrors, weights, etc. Cover for basketball court floor, floor cleaner/scrubber.	1475		85,000	85,000	48,187	7,125.63		
	Relocation Costs	1495.1		0	30,000	0	0		
	Pursuant to Chinese Drywall Litigation involving Bessemer Family Sales Subdivision- HOPE VI Program Phase IV funds to relocate fifteen (15) families (eigh lease purchasers and seven homeowners currently residing in subdivision) See attached letter dated August 17, 2010 from Mr. Donnie R. Murray and Mr. Ed Sprayberry								

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: Housing Authority of the City of Prichard

Development Number
Name/PHA-Wide
ActivitiesAll Fund Obligated
(Quarter Ending Date)All Funds Expended
(Quarter Ending Date)

Reasons for Revised Target Dates

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: The Housing Authority of the City of Prichard		Grant Type and Number Capital Fund Program Grant No. AL09P169501-10 Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2010		FFY of Grant Approval: 2010	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report							
Performance and Evaluation Report for Period Ending: 12/31/10									
Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended		
1	Total non-CFFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³	73330.00							
3	1408 Management Improvements	73330.00							
4	1410 Administration (may not exceed 10% of line 21)	36652.00			36652.00		36652.00		
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs								
8	1440 Site Acquisition								
9	1450 Site Improvement	63206.00							
10	1460 Dwelling Structures	80000.00							
11	1465.1 Dwelling Equipment—Nonexpendable	40000.00							
12	1470 Non-dwelling Structures								
13	1475 Non-dwelling Equipment								
14	1485 Demolition								
15	1492 Moving to Work Demonstration								
16	1495.1 Relocation Costs								
17	1499 Development Activities ⁴								
18a	1501 Collateralization or Debt Service paid by the PHA 9000 Collateralization or Debt Service paid Via System of Direct Payment								
19	1502 Contingency (may not exceed 8% of line 20)								
20	Amount of Annual Grant: (sum of lines 2 – 19)	366518.00							
21	Amount of line 20 Related to LBP Activities								
22	Amount of line 20 Related to Section 504 Activities								
23	Amount of line 20 Related to Security – Soft Costs								
24	Amount of line 20 Related to Security – Hard Costs								
25	Amount of line 20 Related to Energy Conservation Measures								

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary							
PHA Name: The Housing Authority of the City of Prichard		Grant Type and Number Capital Fund Program Grant No. AL09P169501-10 Date of CFFP: _____		Replacement Housing Factor Grant No.:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
Signature of Executive Director <i>Charles Plan</i>		Date 04/11/2011	Signature of Public Housing Director				

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name: The Housing Authority of the City of Prichard	Grant Type and Number Capital Fund Program Grant No: AL09P169501-10 Replacement Housing Factor Grant No:	CFFP (Yes/ No):	Federal FY of Grant: 2010

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name: The Housing Authority of the City of Prichard	Grant Type and Number Capital Fund Program Grant No: AL09P169501-10 Replacement Housing Factor Grant No:	CFFP (Yes/ No):	Federal FY of Grant: 2010
---	--	-----------------	------------------------------

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name: The Housing Authority of the City of Prichard

Federal FFY of Grant:
2010

Reasons for Revised Target Dates

[illegible]¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Name:

Federal FFY of Grant:

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the
 City of Prichard

Grant Type and Number
 Capital Fund Program Grant No: AL09R16950210
 Replacement Housing Factor Grant No:
 Date of CFFP:

FFY of Grant: 2010
 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement

☐ Reserve for Disasters/Emergencies

☒ Performance and Evaluation Report for Period Ending: 12/31/10

☐ Revised Annual Statement (revision no:)
☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	377,249			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary				FFY of Grant: 2010 FFY of Grant Approval:	
PHA Name: Housing Authority of the City of Pritchard		Grant Type and Number Capital Fund Program Grant No: AL09R16950210 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10 <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	377,249			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 04/11/2011		Signature of Public Housing Director	
<i>Charles Plan</i>					

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Prichard			Grant Type and Number Capital Fund Program Grant No: AL09R16950210 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2010			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Development Activities:			Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Replacement Housing Development	1499		377,249				
	HOPE VI - development activities							
	HACP will allocate years 2005, 2006, 2007, 2008 & 2009 \$1,928,338.00 of							
	RHF for the construction of 22 Section 32 homeownership homes in Phase V.							
	Total development cost is \$4,548,551.							
	The financing and development plan is to leverage the replacement housing funds and construction loan with HOPE VI grant proceeds.							
	HOPE VI ADM & PM			\$221,268.00				
	HOPE VI			600,000.00				
	CONSTRUCTION LOAN			1,798,945.00				
	RHF			1,928,338.00				
	Total			\$4,548,551.00				
	Total - 2010 RHF			377,249				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Federal FY of Grant: 2010

[illegible]

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: Housing Authority of the City of Prichard

Federal FFY of Grant: 2010[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Federal FY of Grant: 2010

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority	AMP 1	AMP 2	AMP 3
Address	P O Box 10307	6 Scattered	T Hurst	Bessemer
City, State	Prichard, Alabama	Sites		Family Rental
AMP Project Number		000001	000002	000003
ACC Units		141	50	110
Unit Months Available (UMAs)		1,692	600	1,320
Estimated Occupancy Rate		95%	95%	
Average Bedroom Size		3.1	1.2	
Anticipated Number of Turnovers		21	8	
FDS Line #	Account Title	AMP 1	AMP 2	AMP 3 Bessemer Rental
Operating Income:				
11220	Gross Potential Rent	299,876	36,956	
11230	Less: Vacancy Loss Rent	(14,994)	(1,848)	
70300	Net Tenant Rental Revenue	284,882	35,108	
11240	Gross Potential Subsidy		-	
11260	Less: Subsidy Loss - Vacancy		-	
11250	Less: Subsidy Loss - Proration		-	
70600	Net Operating Subsidy	313,109	155,359	350,276
70600	HUD PHA Operating Grant-	30,000	10,000	
70400	Other Tenant Charges	8,400	-	
70400	Excess Utilities		-	
71100	Investment Income		-	
71400	Fraud Recovery		-	
	Management fees			
	Bookkeeping fees			
	Asset management fees			
71500	Non-Dwelling Rent		-	
71500	Other Income		-	
70000	Total Operating Income	636,391	200,467	350,276
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	81,582	24,219	
91500	Employee Benefits - Administrative	30,200	8,961	
91200	Auditing Fees	8,000	2,300	
91300	Management Fees	80,302	28,483	28,022
91310	Bookkeeping Fees	12,053	4,275	
	Asset management fee	16,920	6,000	
91400	Advertising and Marketing	1,000	-	
91600	Office Expenses	17,150	11,500	
91700	Legal Expense	2,800	-	
91800	Travel	11,000	3,400	
91900	Other Administrative Costs	6,600	1,500	
91000	Total Administrative	267,607	90,638	28,022
92000	Asset Management Fees			
Tenant Services				
92100	Tenant Services - Salaries	27,955	-	
92300	Employee Benefits - Tenant Services	10,300	-	
92200	Relocation Costs	-	-	
92400	Tenant Services-Other	12,500	-	
92500	Total Tenant Services	50,755	-	
Utilities				
93100	Water	8,200	1,400	
93200	Electricity	35,500	11,750	
93300	Gas	1,500	750	
93400	Fuel	-	-	
93600	Sewer	-	-	
93800	Other	-	-	
93000	Total Utilities	45,200	13,900	
Maintenance				
94100	Labor	34,535	24,249	
94500	Employee Benefits - Maintenance	12,800	8,972	
94200	Maintenance Materials	48,000	8,700	
	Maint. Contract:		-	
94300-010	Garbage and Trash Removal Contracts	1,400	4,600	
94300-020	Heating & Cooling Contracts	-	-	
94300-030	Snow Removal Contracts	-	-	
94300-040	Elevator Maintenance	-	-	
94300-050	Landscape & Grounds Contracts	17,500	6,000	
94300-060	Unit Turnaround Contract	-	-	
94300-070	Electrical Contracts	3,000	-	
94300-080	Plumbing Contracts	4,000	1,400	
94300-090	Extermination Contracts	26,000	4,750	
94300-100	Janitorial Contracts	350	-	
94300-110	Routine Maintenance Contracts	-	-	

FDS Line #	Account Title	AMP 1	AMP 2 T Hurst	AMP 3 Bess. Rental
94300-120	Other Misc. Contract Costs	18,100	7,400	
94000	Total Maintenance	165,685	66,071	
Protective Services				
95100	Protective Services - Labor		-	
95500	Employee Benefits - Protective Services		-	
95200	Protective Services Contract Costs		-	
95300	Protective Service Other		-	
95000	Total Protective Services	-	-	
Insurance				
96110	Property	24,000	6,300	
96120	General Liability	900	400	
96130	Worker's Comp.	3,500	1,800	
96140	Other Insurance	3,100	2,300	
96100	Total Insurance Expense	31,500	10,800	
General Expenses				
96200	Other General Expense		-	322,254
	HAP			
96210	Compensated Absences		-	
96300	Payments In Lieu of Taxes	23,968	2,121	
96400	Bad Debt-Tenants		-	
96800	Severance Expense		-	
96000	Total General Expenses	23,968	2,121	322,254
96900	Total Operating Expenditures	584,715	183,530	350,276
97000	Cash Flow from Operations	51,676	16,937	-
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In	30,000	10,000	
10020	Operating Transfers Out	(30,000)	(10,000)	
10091	Inter AMP Excess Cash Transfer In	-	-	
10092	Inter AMP Excess Cash Transfer Out	-	-	
10093	Transfers from Program to AMP	-	-	
10094	Transfers from AMP to Program	-	-	
70610	HUD Grants-Capital Contributions	-	-	
11020/96710	Debt Service Payment (Principal & Interest)	-	-	
97100	Extraordinary Maintenance	-	-	
	Capital Expenditures	(50,000)	-	
	Transfer in from repl res and PY earnings			
	Other Items (PYA)	-	-	
	Total Other Financial Items	(50,000)	-	-
10000	Net Cash Flow	1,676	16,937	-

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority	AMP 4	AMP 5	AMP 7
Address	P O Box 10307	The Oaks	BFS	Leacy
City, State	Prichard, Alabama			
AMP Project Number		000004	000005	000007
ACC Units		28	29	10
Unit Months Available (UMAs)		336	348	120
Estimated Occupancy Rate		90%	27%	
Average Bedroom Size		3.0	3.0	
Anticipated Number of Turnovers				
FDS Line #	Account Title	AMP 4 The Oaks	AMP 5 BFS	AMP 7 Leacy
Operating Income:				
11220	Gross Potential Rent	103,344	90,132	69,120
11230	Less: Vacancy Loss Rent	(10,334)	(65,796)	(62,208)
70300	Net Tenant Rental Revenue	93,010	24,336	6,912
11240	Gross Potential Subsidy	-	-	-
11260	Less: Subsidy Loss - Vacancy	-	-	-
11250	Less: Subsidy Loss - Proration	-	-	-
70600	Net Operating Subsidy	-	-	-
70600	HUD PHA Operating Grant-	-	-	-
70400	Other Tenant Charges	-	-	-
70400	Excess Utilities	-	-	-
71100	Investment Income	-	-	-
71400	Fraud Recovery	-	-	-
	Management fees	-	-	-
	Bookkeeping fees	-	-	-
	Asset management fees	-	-	-
71500	Non-Dwelling Rent	-	-	-
71500	Other Income	-	-	-
70000	Total Operating Income	93,010	24,336	6,912
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	-	-	-
91500	Employee Benefits - Administrative	-	-	-
91200	Auditing Fees	-	-	-
91300	Management Fees	10,794	4,697	600
91310	Bookkeeping Fees	1,620	705	90
	Asset management fee	-	-	-
91400	Advertising and Marketing	-	-	-
91600	Office Expenses	-	-	-
91700	Legal Expense	900	4,000	-
91800	Travel	-	-	-
91900	Other Administrative Costs	2,600	1,600	2,000
91000	Total Administrative	15,914	11,002	2,690
92000	Asset Management Fees			
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	-	-	-
92500	Total Tenant Services	-	-	-
Utilities				
93100	Water	-	334	-
93200	Electricity	2,000	500	7,600
93300	Gas	-	200	1,200
93400	Fuel	-	-	-
93600	Sewer	-	-	-
93800	Other	-	-	-
93000	Total Utilities	2,000	1,034	8,800
Maintenance				
94100	Labor	5,400	800	-
94500	Employee Benefits - Maintenance	1,998	-	-
94200	Maintenance Materials	4,300	2,300	1,000
	Maint. Contract:	-	-	-
94300-010	Garbage and Trash Removal Contracts	-	-	-
94300-020	Heating & Cooling Contracts	-	-	-
94300-030	Snow Removal Contracts	-	-	-
94300-040	Elevator Maintenance	-	-	-
94300-050	Landscape & Grounds Contracts	5,300	2,700	3,700
94300-060	Unit Turnaround Contract	-	-	-
94300-070	Electrical Contracts	-	-	-
94300-080	Plumbing Contracts	750	150	-
94300-090	Extermination Contracts	5,400	6,500	3,500
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	-	-	-
94300-120	Other Misc. Contract Costs	5,400	-	-
94000	Total Maintenance	28,548	12,450	8,200

FDS Line #	Account Title	AMP 4 The Oaks	AMP 5 BFS	AMP 7 Leacy
Protective Services				
95100	Protective Services - Labor	-	-	
95500	Employee Benefits - Protective Services	-	-	
95200	Protective Services Contract Costs	-	-	
95300	Protective Service Other	-	-	
95000	Total Protective Services	-	-	-
Insurance				
96110	Property	6,100	7,800	3,500
96120	General Liability	300	250	500
96130	Worker's Comp.	-	-	
96140	Other Insurance	-	-	
96100	Total Insurance Expense	6,400	8,050	4,000
General Expenses				
96200	Other General Expense	-	-	
	HAP			
96210	Compensated Absences	-	-	
96300	Payments In Lieu of Taxes	-	-	
96400	Bad Debt-Tenants	-	-	
96800	Severance Expense	-	-	
96000	Total General Expenses	-	-	
96900	Total Operating Expenditures	52,862	32,536	23,690
97000	Cash Flow from Operations	40,148	(8,200)	(16,778)
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In	-	-	
10020	Operating Transfers Out	-	-	
10091	Inter AMP Excess Cash Transfer In	-	-	
10092	Inter AMP Excess Cash Transfer Out	-	-	
10093	Transfers from Program to AMP	-	-	
10094	Transfers from AMP to Program	-	-	
70610	HUD Grants-Capital Contributions	-	-	
11020/96710	Debt Service Payment (Principal & Interest)	-	-	
97100	Extraordinary Maintenance	-	-	
	Capital Expenditures	-	-	
	Transfer in from repl res and PY earnings	-	-	
	Other Items (PYA)	-	-	
	Total Other Financial Items	-	-	-
10000	Net Cash Flow	40,148	(8,200)	(16,778)

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority		
Address	P O Box 10307	Leeds St	Ridge Manor
City, State	Prichard, Alabama		
AMP Project Number			
ACC Units		56	120
Unit Months Available (UMAs)		672	1,440
Estimated Occupancy Rate		85%	95%
Average Bedroom Size		3.3	1.1
Anticipated Number of Turnovers			
FDS Line #	Account Title	Leeds St	Ridge Manor

Operating Income:

11220	Gross Potential Rent	318,900	667,296
11230	Less: Vacancy Loss Rent	(44,985)	(33,365)
70300	Net Tenant Rental Revenue	273,915	633,931
11240	Gross Potential Subsidy	-	-
11260	Less: Subsidy Loss - Vacancy	-	-
11250	Less: Subsidy Loss - Proration	-	-
70600	Net Operating Subsidy	-	-
70600	HUD PHA Operating Grant-	-	-
70400	Other Tenant Charges	-	-
70400	Excess Utilities	-	-
71100	Investment Income	100	-
71400	Fraud Recovery	-	-
	Management fees		
	Bookkeeping fees		
	Asset management fees		
71500	Non-Dwelling Rent	-	-
71500	Other Income	-	806
70000	Total Operating Income	274,015	634,737

Operating Expenditures:

Administrative			
91100	Administrative Salaries	31,509	17,630
91500	Employee Benefits - Administrative	11,658	6,699
91200	Auditing Fees	1,500	2,800
91300	Management Fees	28,533	48,686
91310	Bookkeeping Fees	4,283	10,260
	Asset management fee		
91400	Advertising and Marketing	-	-
91600	Office Expenses	9,000	9,900
91700	Legal Expense	4,364	800
91800	Travel	1,900	2,700
91900	Other Administrative Costs	4,900	3,800
91000	Total Administrative	97,647	103,275

92000	Asset Management Fees		
-------	------------------------------	--	--

Tenant Services			
92100	Tenant Services - Salaries	-	-
92300	Employee Benefits - Tenant Services	-	-
92200	Relocation Costs	-	-
92400	Tenant Services-Other	-	5,000
92500	Total Tenant Services	-	5,000

Utilities			
93100	Water	2,600	50,200
93200	Electricity	5,100	17,600
93300	Gas	750	1,800
93400	Fuel	-	-
93600	Sewer	-	-
93800	Other	-	-
93000	Total Utilities	8,450	69,600

Maintenance			
94100	Labor	78,103	46,288
94500	Employee Benefits - Maintenance	28,898	17,590
94200	Maintenance Materials	15,500	15,400
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	650	13,500
94300-020	Heating & Cooling Contracts	150	-
94300-030	Snow Removal Contracts	-	-
94300-040	Elevator Maintenance	-	-
94300-050	Landscape & Grounds Contracts	1,500	17,000

FDS Line #	Account Title	Leeds St	Ridge Manor
94300-060	Unit Turnaround Contract	-	-
94300-070	Electrical Contracts	-	-
94300-080	Plumbing Contracts	-	500
94300-090	Extermination Contracts	5,700	1,800
94300-100	Janitorial Contracts	1,000	-
94300-110	Routine Maintenance Contracts	6,200	8,900
94300-120	Other Misc. Contract Costs	8,920	13,300
94000	Total Maintenance	146,621	134,278
Protective Services			
95100	Protective Services - Labor	-	-
95500	Employee Benefits - Protective Services	-	-
95200	Protective Services Contract Costs	-	-
95300	Protective Service Other	-	-
95000	Total Protective Services	-	-
Insurance			
96110	Property	9,700	22,500
96120	General Liability	750	600
96130	Worker's Comp.	2,500	1,700
96140	Other Insurance	3,400	3,200
96100	Total Insurance Expense	16,350	28,000
General Expenses			
96200	Other General Expense	-	5,100
	HAP	-	-
96210	Compensated Absences	-	-
96300	Payments In Lieu of Taxes	-	-
96400	Bad Debt-Tenants	-	-
96800	Severance Expense	-	-
96000	Total General Expenses	-	5,100
96900	Total Operating Expenditures	269,068	345,253
97000	Cash Flow from Operations	4,947	289,484
Other Financial Items-Sources & (Uses)			
10010	Operating Transfers In	-	-
10020	Operating Transfers Out	-	-
10091	Inter AMP Excess Cash Transfer In	-	-
10092	Inter AMP Excess Cash Transfer Out	-	-
10093	Transfers from Program to AMP	-	-
10094	Transfers from AMP to Program	-	-
70610	HUD Grants-Capital Contributions	-	-
11020/96710	Debt Service Payment (Principal & Interest)	-	(322,710)
97100	Extraordinary Maintenance	-	-
	Capital Expenditures	-	-
	Transfer in from repl res and PY earnings	-	41,000
	Other Items (PYA)	-	(7,275)
	Total Other Financial Items	-	(288,985)
10000	Net Cash Flow	4,947	499

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority		
Address	P O Box 10307	Hope VI	5(H)
City, State	Prichard, Alabama		
AMP Project Number			
ACC Units			
Unit Months Available (UMAs)			
Estimated Occupancy Rate			
Average Bedroom Size			
Anticipated Number of Turnovers			
FDS Line #	Account Title	Hope VI	5(H)

Operating Income:

11220	Gross Potential Rent		-
11230	Less: Vacancy Loss Rent		-
70300	Net Tenant Rental Revenue	-	-
11240	Gross Potential Subsidy		-
11260	Less: Subsidy Loss - Vacancy		-
11250	Less: Subsidy Loss - Proration		-
70600	Net Operating Subsidy		-
70600	HUD PHA Operating Grant-		-
70400	Other Tenant Charges		-
70400	Excess Utilities		-
71100	Investment Income		1,900
71400	Fraud Recovery		-
	Management fees		
	Bookkeeping fees		
	Asset management fees		
71500	Non-Dwelling Rent		-
71500	Other Income	900,000	-
70000	Total Operating Income	900,000	1,900

Operating Expenditures:

	Administrative		
91100	Administrative Salaries	85,881	
91500	Employee Benefits - Administrative	31,776	
91200	Auditing Fees	1,300	
91300	Management Fees		-
91310	Bookkeeping Fees		-
	Asset management fee		
91400	Advertising and Marketing		-
91600	Office Expenses	3,600	
91700	Legal Expense	28,800	-
91800	Travel	6,000	-
91900	Other Administrative Costs	20,000	11,300
91000	Total Administrative	177,357	11,300

92000	Asset Management Fees		
-------	------------------------------	--	--

	Tenant Services		
92100	Tenant Services - Salaries		-
92300	Employee Benefits - Tenant Services		-
92200	Relocation Costs		-
92400	Tenant Services-Other		-
92500	Total Tenant Services	-	-

	Utilities		
93100	Water	1,300	
93200	Electricity	2,000	
93300	Gas	1,600	
93400	Fuel		-
93600	Sewer		-
93800	Other		-
93000	Total Utilities	4,900	-

	Maintenance		
94100	Labor		-
94500	Employee Benefits - Maintenance		-
94200	Maintenance Materials	6,000	-
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts		-
94300-020	Heating & Cooling Contracts		-
94300-030	Snow Removal Contracts		-
94300-040	Elevator Maintenance		-
94300-050	Landscape & Grounds Contracts	1,200	-

FDS Line #	Account Title	Hope VI	5(H)
94300-060	Unit Turnaround Contract		-
94300-070	Electrical Contracts		-
94300-080	Plumbing Contracts		-
94300-090	Extermination Contracts		-
94300-100	Janitorial Contracts		-
94300-110	Routine Maintenance Contracts		-
94300-120	Other Misc. Contract Costs	1,200	-
94000	Total Maintenance	8,400	-

Protective Services			
95100	Protective Services - Labor		
95500	Employee Benefits - Protective Services		
95200	Protective Services Contract Costs		
95300	Protective Service Other		
95000	Total Protective Services	-	-

Insurance			
96110	Property		
96120	General Liability	3,200	
96130	Worker's Comp.	2,300	
96140	Other Insurance		
96100	Total Insurance Expense	5,500	-

General Expenses			
96200	Other General Expense		-
	HAP		
96210	Compensated Absences		-
96300	Payments In Lieu of Taxes		-
96400	Bad Debt-Tenants		-
96800	Severance Expense		-
96000	Total General Expenses		-

96900	Total Operating Expenditures	196,157	11,300
-------	-------------------------------------	----------------	---------------

97000	Cash Flow from Operations	703,843	(9,400)
-------	----------------------------------	----------------	----------------

Other Financial Items-Sources & (Uses)			
10010	Operating Transfers In		-
10020	Operating Transfers Out		-
10091	Inter AMP Excess Cash Transfer In		-
10092	Inter AMP Excess Cash Transfer Out		-
10093	Transfers from Program to AMP		-
10094	Transfers from AMP to Program		-
70610	HUD Grants-Capital Contributions		-
11020/96710	Debt Service Payment (Principal & Interest)		-
97100	Extraordinary Maintenance		-
	Capital Expenditures		-
	Transfer in from repl res and PY earnings		-
	Other Items (PYA)		-
	Total Other Financial Items	-	-

10000	Net Cash Flow	703,843	(9,400)
-------	----------------------	----------------	----------------

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority	
Address	P O Box 10307	
City, State	Prichard, Alabama	Section 8
AMP Project Number		
ACC Units		2596
Unit Months Available (UMAs)		31,152
Estimated Occupancy Rate		88%
Average Bedroom Size		
Anticipated Number of Turnovers		

FDS Line #	Account Title	Section 8
------------	---------------	-----------

Operating Income:

11220	Gross Potential Rent	-
11230	Less: Vacancy Loss Rent	-
70300	Net Tenant Rental Revenue	-
11240	Gross Potential Subsidy	-
11260	Less: Subsidy Loss - Vacancy	-
11250	Less: Subsidy Loss - Proration	-
70600	Net Operating Subsidy	1,384,448
70600	HUD PHA Operating Grant-	14,000,000
70400	Other Tenant Charges	
70400	Excess Utilities	-
71100	Investment Income	-
71400	Fraud Recovery	-
	Management fees	
	Bookkeeping fees	
	Asset management fees	
71500	Non-Dwelling Rent	-
71500	Other Income	46,140
70000	Total Operating Income	15,430,588

Operating Expenditures:

Administrative		
91100	Administrative Salaries	563,483
91500	Employee Benefits - Administrative	202,854
91200	Auditing Fees	7,600
91300	Management Fees	219,744
91310	Bookkeeping Fees	206,010
	Asset management fee	
91400	Advertising and Marketing	-
91600	Office Expenses	99,300
91700	Legal Expense	
91800	Travel	11,400
91900	Other Administrative Costs	47,600
91000	Total Administrative	1,357,991

92000	Asset Management Fees	
-------	------------------------------	--

Tenant Services		
92100	Tenant Services - Salaries	-
92300	Employee Benefits - Tenant Services	-
92200	Relocation Costs	-
92400	Tenant Services-Other	-
92500	Total Tenant Services	-

Utilities		
93100	Water	1,000
93200	Electricity	32,000
93300	Gas	
93400	Fuel	-
93600	Sewer	-
93800	Other	-
93000	Total Utilities	33,000

Maintenance		
94100	Labor	-
94500	Employee Benefits - Maintenance	-

FDS Line #	Account Title	Section 8
94200	Maintenance Materials	-
	Maint. Contract:	
94300-010	Garbage and Trash Removal Contracts	-
94300-020	Heating & Cooling Contracts	-
94300-030	Snow Removal Contracts	-
94300-040	Elevator Maintenance	-
94300-050	Landscape & Grounds Contracts	-
94300-060	Unit Turnaround Contract	-
94300-070	Electrical Contracts	-
94300-080	Plumbing Contracts	-
94300-090	Extermination Contracts	-
94300-100	Janitorial Contracts	-
94300-110	Routine Maintenance Contracts	-
94300-120	Other Misc. Contract Costs	12,000
94000	Total Maintenance	12,000

Protective Services		
95100	Protective Services - Labor	-
95500	Employee Benefits - Protective Services	-
95200	Protective Services Contract Costs	-
95300	Protective Service Other	-
95000	Total Protective Services	-

Insurance		
96110	Property	2,000
96120	General Liability	7,400
96130	Worker's Comp.	15,214
96140	Other Insurance	1,700
96100	Total Insurance Expense	26,314

General Expenses		
96200	Other General Expense	
	HAP	14,000,000
96210	Compensated Absences	-
96300	Payments In Lieu of Taxes	-
96400	Bad Debt-Tenants	-
96800	Severance Expense	-
96000	Total General Expenses	14,000,000

96900	Total Operating Expenditures	15,429,305
-------	-------------------------------------	-------------------

97000	Cash Flow from Operations	1,283
-------	----------------------------------	--------------

Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	-
10020	Operating Transfers Out	-
10091	Inter AMP Excess Cash Transfer In	-
10092	Inter AMP Excess Cash Transfer Out	-
10093	Transfers from Program to AMP	-
10094	Transfers from AMP to Program	-
70610	HUD Grants-Capital Contributions	-
11020/96710	Debt Service Payment (Principal & Interest)	-
97100	Extraordinary Maintenance	-
	Capital Expenditures	-
	Transfer in from repl res and PY earnings	-
	Other Items (PYA)	-
	Total Other Financial Items	-

10000	Net Cash Flow	1,283
-------	----------------------	--------------

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority	
Address	P O Box 10307	COCC
City, State	Prichard, Alabama	
AMP Project Number		
ACC Units		
Unit Months Available (UMAs)		
Estimated Occupancy Rate		
Average Bedroom Size		
Anticipated Number of Turnovers		
FDS Line #	Account Title	COCC

Operating Income:

11220	Gross Potential Rent	-
11230	Less: Vacancy Loss Rent	-
70300	Net Tenant Rental Revenue	-
11240	Gross Potential Subsidy	-
11260	Less: Subsidy Loss - Vacancy	-
11250	Less: Subsidy Loss - Proration	-
70600	Net Operating Subsidy	-
70600	HUD PHA Operating Grant-	-
70400	Other Tenant Charges	
70400	Excess Utilities	
71100	Investment Income	-
71400	Fraud Recovery	-
	Management fees	570,375
	Bookkeeping fees	229,036
	Asset management fees	21,195
71500	Non-Dwelling Rent	-
71500	Other Income	-
70000	Total Operating Income	820,606

Operating Expenditures:

Administrative		
91100	Administrative Salaries	407,991
91500	Employee Benefits - Administrative	151,000
91200	Auditing Fees	1,200
91300	Management Fees	-
91310	Bookkeeping Fees	-
	Asset management fee	
91400	Advertising and Marketing	-
91600	Office Expenses	20,300
91700	Legal Expense	30,000
91800	Travel	23,300
91900	Other Administrative Costs	32,400
91000	Total Administrative	666,191

92000	Asset Management Fees	
-------	------------------------------	--

Tenant Services		
92100	Tenant Services - Salaries	-
92300	Employee Benefits - Tenant Services	-
92200	Relocation Costs	-
92400	Tenant Services-Other	-
92500	Total Tenant Services	-

Utilities		
93100	Water	1,000
93200	Electricity	32,000
93300	Gas	
93400	Fuel	-
93600	Sewer	-
93800	Other	-
93000	Total Utilities	33,000

Maintenance		
--------------------	--	--

FDS Line #	Account Title	COCC
94100	Labor	-
94500	Employee Benefits - Maintenance	-
94200	Maintenance Materials	-
	Maint. Contract:	
94300-010	Garbage and Trash Removal Contracts	-
94300-020	Heating & Cooling Contracts	-
94300-030	Snow Removal Contracts	-
94300-040	Elevator Maintenance	-
94300-050	Landscape & Grounds Contracts	-
94300-060	Unit Turnaround Contract	-
94300-070	Electrical Contracts	-
94300-080	Plumbing Contracts	-
94300-090	Extermination Contracts	-
94300-100	Janitorial Contracts	-
94300-110	Routine Maintenance Contracts	-
94300-120	Other Misc. Contract Costs	3,640
94000	Total Maintenance	3,640

Protective Services		
95100	Protective Services - Labor	-
95500	Employee Benefits - Protective Services	-
95200	Protective Services Contract Costs	-
95300	Protective Service Other	-
95000	Total Protective Services	-

Insurance		
96110	Property	3,000
96120	General Liability	2,000
96130	Worker's Comp.	11,400
96140	Other Insurance	-
96100	Total Insurance Expense	16,400

General Expenses		
96200	Other General Expense	-
	HAP	
96210	Compensated Absences	-
96300	Payments In Lieu of Taxes	-
96400	Bad Debt-Tenants	-
96800	Severance Expense	-
96000	Total General Expenses	-

96900	Total Operating Expenditures	719,231
-------	-------------------------------------	----------------

97000	Cash Flow from Operations	101,375
-------	----------------------------------	----------------

Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	-
10020	Operating Transfers Out	-
10091	Inter AMP Excess Cash Transfer In	-
10092	Inter AMP Excess Cash Transfer Out	-
10093	Transfers from Program to AMP	-
10094	Transfers from AMP to Program	-
70610	HUD Grants-Capital Contributions	-
11020/96710	Debt Service Payment (Principal & Interest)	-
97100	Extraordinary Maintenance	-
	Capital Expenditures	-
	Transfer in from repl res and PY earnings	-
	Other Items (PYA)	-
	Total Other Financial Items	-

10000	Net Cash Flow	101,375
-------	----------------------	----------------

Operating Budget

6/30/2011

PHA Name	Prichard Housing Authority	
Address	P O Box 10307	
City, State	Prichard, Alabama	Total
AMP Project Number		
ACC Units		3140
Unit Months Available (UMAs)		37,680
Estimated Occupancy Rate		
Average Bedroom Size		
Anticipated Number of Turnovers		

FDS Line #	Account Title	Total
------------	---------------	-------

Operating Income:

11220	Gross Potential Rent	1,585,624
11230	Less: Vacancy Loss Rent	(233,530)
70300	Net Tenant Rental Revenue	1,352,094
11240	Gross Potential Subsidy	-
11260	Less: Subsidy Loss - Vacancy	-
11250	Less: Subsidy Loss - Proration	-
70600	Net Operating Subsidy	2,203,192
70600	HUD PHA Operating Grant-	14,040,000
70400	Other Tenant Charges	8,400
70400	Excess Utilities	-
71100	Investment Income	2,000
71400	Fraud Recovery	-
	Management fees	570,375
	Bookkeeping fees	229,036
	Asset management fees	21,195
71500	Non-Dwelling Rent	-
71500	Other Income	946,946
70000	Total Operating Income	19,373,238

Operating Expenditures:

	Administrative	
91100	Administrative Salaries	1,212,295
91500	Employee Benefits - Administrative	443,148
91200	Auditing Fees	24,700
91300	Management Fees	449,861
91310	Bookkeeping Fees	239,296
	Asset management fee	22,920
91400	Advertising and Marketing	1,000
91600	Office Expenses	170,750
91700	Legal Expense	71,664
91800	Travel	59,700
91900	Other Administrative Costs	134,300
91000	Total Administrative	2,829,634

92000	Asset Management Fees	
-------	------------------------------	--

	Tenant Services	
92100	Tenant Services - Salaries	27,955
92300	Employee Benefits - Tenant Services	10,300
92200	Relocation Costs	-
92400	Tenant Services-Other	17,500
92500	Total Tenant Services	55,755

	Utilities	
93100	Water	66,034
93200	Electricity	146,050
93300	Gas	7,800
93400	Fuel	-
93600	Sewer	-
93800	Other	-
93000	Total Utilities	219,884

	Maintenance	
--	--------------------	--

FDS Line #	Account Title	Total
94100	Labor	189,375
94500	Employee Benefits - Maintenance	70,258
94200	Maintenance Materials	101,200
	Maint. Contract:	
94300-010	Garbage and Trash Removal Contracts	20,150
94300-020	Heating & Cooling Contracts	150
94300-030	Snow Removal Contracts	-
94300-040	Elevator Maintenance	-
94300-050	Landscape & Grounds Contracts	54,900
94300-060	Unit Turnaround Contract	-
94300-070	Electrical Contracts	3,000
94300-080	Plumbing Contracts	6,800
94300-090	Extermination Contracts	53,650
94300-100	Janitorial Contracts	1,350
94300-110	Routine Maintenance Contracts	15,100
94300-120	Other Misc. Contract Costs	69,960
94000	Total Maintenance	585,893

Protective Services		
95100	Protective Services - Labor	-
95500	Employee Benefits - Protective Services	-
95200	Protective Services Contract Costs	-
95300	Protective Service Other	-
95000	Total Protective Services	-

Insurance		
96110	Property	84,900
96120	General Liability	16,300
96130	Worker's Comp.	38,414
96140	Other Insurance	13,700
96100	Total Insurance Expense	153,314

General Expenses		
96200	Other General Expense	327,354
	HAP	14,000,000
96210	Compensated Absences	-
96300	Payments In Lieu of Taxes	26,089
96400	Bad Debt-Tenants	-
96800	Severance Expense	-
96000	Total General Expenses	14,353,443

96900	Total Operating Expenditures	18,197,923
97000	Cash Flow from Operations	1,175,315

Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	40,000
10020	Operating Transfers Out	(40,000)
10091	Inter AMP Excess Cash Transfer In	-
10092	Inter AMP Excess Cash Transfer Out	-
10093	Transfers from Program to AMP	-
10094	Transfers from AMP to Program	-
70610	HUD Grants-Capital Contributions	
11020/96710	Debt Service Payment (Principal & Interest)	(322,710)
97100	Extraordinary Maintenance	-
	Capital Expenditures	(50,000)
	Transfer in from repl res and PY earnings	41,000
	Other Items (PYA)	(7,275)
	Total Other Financial Items	(338,985)

10000	Net Cash Flow	836,330
-------	----------------------	----------------

Memorandum of Agreement (MOA) Part A

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0237
Expires 2/28/2011

Public reporting burden for the collection of information required for Parts A and B of the Memorandum of Agreement is estimated to average 13.74 hours depending on size of Public Housing Agency (PHA). This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

MEMORANDUM OF AGREEMENT

This Agreement is made this the 9th day of September, 2009, by and between the Housing Authority of the City of Prichard, State of Alabama (PHA), and the Secretary of the United States Department of Housing and Urban Development (HUD) acting by and through the Director of the Alabama Field Office pursuant to the requirements of Section 6 (j)(2)(C) of the United States Housing Act of 1937, 42 U.S.C. 1437 ("the Act"), as implemented in the Public Housing Assessment System (PHAS), 24 CFR Part 902, et seq.).

The PHA entered into a Low Rent Public Housing Annual Contribution Contract ("ACC") Number A-3038 pursuant to the authority of the Act of 1937, as subsequently amended, with HUD. As a result, HUD provides funding to the PHA to operate and maintain affordable and decent, safe, and sanitary public housing to its low-income residents.

Under the authority of 6(j) of the Act, the PHA was evaluated in accordance with the provisions of PHAS and was designated as "troubled" as defined at 24 CFR Section 902.67(c).

Under the requirements of the Act and 24 CFR Section 902.75, those housing authorities which are designated as troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD. The primary purpose of this MOA is to "substantially improve" the Authority's PHAS score as that term is defined at 24 CFR Section 902.75 (g)(2). However, this MOA is not intended to reflect every performance defect that the PHA may have.

Accordingly the parties agree to the following:

1. The parties agree that this MOA is a binding contractual agreement between the PHA and HUD.
2. This MOA shall consist of:
 - a. This Part A, Terms and Conditions;
 - b. Part B, Performance Targets and Strategies, which sets out the:
 - 1) Baseline Data
 - 2) Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;

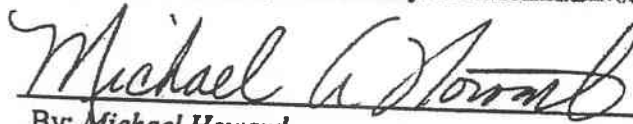
- 3) Target dates for completion of strategies; and,
 - 4) Technical assistance to the PHA provided or facilitated by HUD; The description of the involvement of local public and private entities, including PHA resident leaders in carrying out the agreement and rectifying the PHA's problem in accordance with the requirements of 24 CFR Section 902.75(b)(8).
3. The PHA agrees that the performance targets, strategies, and time frames specified in this MOA are reasonable and that it will take all actions within its control to complete them as set out in this Agreement.
4. HUD agrees to provide technical assistance as stated in Part B to the Authority and, based upon the compliance with the MOA, give the PHA appropriate consideration for discretionary or competitive funding resources, as those resources are available to HUD.
5. The Executive Director of the PHA shall provide to the HUD staff (as designated in Part B), a written progress report based upon that reporting period's scheduled targets and strategies as set out in Part B. This report shall be furnished no later than the 15th of the succeeding month following the end of a scheduled reporting period and shall identify the accomplishment and/or failure of each task/goal to be completed that period. The Executive Director shall also complete quarterly and annual reports as required by Part B.
6. Subsequently, the designated HUD staff shall provide a response, no later than the 1st of the succeeding month after receipt of the written progress report provided, to the Executive Director of the PHA that identifies the current accomplishments/shortfalls for the period. The HUD response will be based upon that period's PHA progress report and supporting documents. The Executive Director shall include the report on the agenda for discussion or action for the immediately upcoming monthly PHA Board Meeting.
7. A substantial default of this agreement will occur if HUD determines that the PHA has failed to meet any of the terms of, or to make reasonable progress to meet any requirements included in this MOA. Such failure specifically includes but is not limited to, the failure to provide the written progress reports required under paragraph 5.
8. Failure by the PHA to achieve any of the performance targets or any of the terms of this MOA may result in HUD's imposition of sanctions, such as the imposition of management budget controls by HUD, declaration of substantial default, and subsequent actions, including but not limited to the appointment of a receiver, or other actions deemed appropriate by HUD.
9. This MOA does not supersede, modify or amend the ACC or in any way excuse the PHA from complying fully with its obligations under the ACC or the Act and its implementing regulations. HUD does not waive its rights under the ACC, the Act, or its implementing regulations. The PHA continues to be obligated to comply with all applicable requirements contained in the ACC, the Act, and its implementing regulations. The PHA's satisfaction of, or failure to meet, the goals set forth in this MOA does not limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or its implementing regulations. If HUD determines that the PHA is in substantial default of the ACC, the Act, or its implementing regulations, this MOA shall terminate without further notice.

10. This MOA creates no third party benefits or right in any person or entity not a party to this Agreement.

11. The PHA affirmatively states that it has complied with all State and Local requirements precedent to entering into this MOA.

12. This agreement shall be in full force and effect, binding the parties from October 1, 2009 to September 30, 2010. This document may be amended by a document signed by all parties to this original agreement.

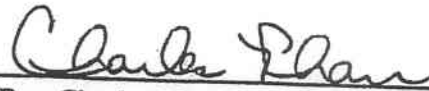
Housing Authority of the City of Prichard



By: Michael Howard
Chairperson

9/18/09

Date



By: Charles Pharr
Executive Director

9/18/09

Date

U.S. Department of Housing and Urban Development



By: R. Edmond Sprayberry
Director, Field Office Name

9-28-2009

Date

Memorandum of Agreement (MOA) - 8/2010

Part B

Performance Targets and Strategies

US Department of Housing and Urban Development
Office of Public and Indian Housing
Birmingham Field Office

PHA Name:
Housing Authority of the City of Prichard

PHA FYE:
JUNE 30, 2009

MOA Term:
September 1, 2010 TO August 31, 2011

Operational Area: 1. GOVERNANCE

GOVERNANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
1.1 REFINER, EXPAND, AND STANDARDIZE OPERATIONAL REPORTS TO BOARD		REPORTS NOT FORMATTED AND DO NOT COVER ALL PROGRAM AREAS	COMPREHENSIVE STANDARDIZED MONTHLY REPORT ON ALL AGENCY FUNCTIONS	10/31/10	EXECUTIVE DIRECTOR, Dir of Housing Management, Director of Finance
A. Provide Board with Expanded Monthly Financial Reports		Financial reports in Re-cap format	Comprehensive Financial Reports by AMP with line item details		Exec. Director, Director of Finance
1. Revise the format of financial reports as defined in Task 3.3-A. Reports must be on an AMP by Amp basis with line item detail for income and expenses to allow for evaluation of the viability of the AMPS. Including narratives for budget variances.			Revised Financial report format	9/30/10	Director of Finance
2. Begin presenting the expanded Financial Reports to the Board on a monthly basis.			Completed monthly Financial report	10/1/10	
B. Provide the Board with a standard reporting format for Operational Reports on a monthly basis.		Reporting format not standardized	Standardized monthly Operational Reports	10/30/10	E.D., Dir. of Housing Management
1. Create standard formats for operational reports on an AMP basis for Public Housing Leasing and Occupancy, Maintenance (including work order and vacant unit turnaround), Security, Resident Services. These reports should provide information to enable Commissioners to evaluate AMP and agency performance against goals, targets, and/or measurable standards.			New Operational report format	10/31/10	Dir. Of Housing Management

GOVERNANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.	Revise format of capital fund report to include narrative and numerical information on: a) Progress and status of work against the implementation schedule; b) Budgeted vs. actual expenditure of funds by work item		Revise Capital Fund report format	10/31/10	E.D., MOD Coordinator
3.	Begin presenting the revised Operational Report to the Board on a monthly basis.		Completed monthly Operational report	11/30/10	
C. Provide the Board with Quarterly Reports on Performance Related to Public Housing Assessment System (PHAS) Indicators		HACP Only Provides PHAS Data Annually for certification	Quarterly PHAS Report	Beginning 11/30/10	Executive Director
1.	Develop the format of the Quarterly PHAS Performance Report to include the following indicators: a. #2 FASS; b. #4 MASS (sub-indicators #1 – vacant unit turnaround time; #2 – modernization components 1 [obligation] and 2 [expenditure]; #3 – work orders [emergency and non-emergency]; #4 – annual inspections; year to date; and #5 – Security; year to date)		Template for the PHAS performance report	10/31/10	E.D., Dir. Housing Mgmt, Asst. Mgr's, Dir of Finance
2.	Begin presenting the PHAS Performance Report to the Board on a monthly basis.		Completed quarterly PHAS report	12/31/10	
D. Report Monthly on all MOA progress and activity			Monthly progress report on all areas of MOA to BOC & HUD	Begin 9/1/10 till 8/15/11	Executive Director
1.2 REVISE BY-LAWS TO REFLECT CURRENT BOARD PRACTICE INCORPORATING ALL PREVIOUS AMENDING RESOLUTIONS.		BOC BY-LAWS OUTDATED AND NOT REFLECTIVE OF CURRENT PRACTICE	UPDATED AND CURRENT BY-LAWS ADOPTED BY THE BOC	10/31/10	Board of Commissioners, Executive Director
A. Review/revise current by-laws and any amending		Current document	Revised by-laws incorporating	10/31/10	Executive Director/

GOVERNANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
resolutions with the BOC		does not reflect current practice of agency, amending resolutions are not attached	all amending resolutions and reflective of current practice		Board Chairperson
1.	Schedule a meeting with BOC or representative member(s) of the BOC to review the requirements of state law, existing by-laws and amending resolutions gathered by staff.		Review team constituted and meeting scheduled.	9/30/10	BOC, E.D.
2.	Prepare draft revision of the by-laws in response to decisions of the review team. Present draft revised document for review of the BOC or representative member(s) of the BOC.		Draft revised by-laws presented for approval/adjustment to the review team.	11/31/10	E.D.
3.	Develop final revised by-laws to be presented to the BOC for approvals.		Approval of the revised by-laws. By-laws made part of the permanent file of the agency.	12/31/10	BOC, E.D.
1.3 REVISE/UPDATE/DEVELOP ESSENTIAL POLICIES AND PROCEDURES AND ENSURE PROCEDURE COMPLIANCE WITH POLICY RULES AND REGULATIONS		CURRENT POLICIES/PROCEDURES EITHER DO NOT EXIST OR ARE NOT BEING FOLLOWED	ESSENTIAL POLICIES AND PROCEDURES DEVELOPED AS NEEDED AND EXISTING POLICIES AND PROCEDURES IMPLEMENTED	3/31/2011	Exec. Dir, Dir. of Housing Mgmt, Dir of Finance, MOD Coord. Asst. Prop managers
A.	Revise/Update/Develop essential policies of the agency for the following areas of operations; a. Development of policies and companion procedures is tracked in detail under the following items of the MOA. Personnel – Task 2.5 Finance & Procurement - Task 3.1, 3.2 & 3.3, 3.13 Management – Task 4.1, 4.2 & 4.4 Maintenance – Task 5.2 Capital Fund – Task 7.2 Security – Task 8.1	Major Policies of the agency are outdated	New policies developed and presented to the BOC for approval in the areas of: Personnel, Finance & Procurement, Management, Maintenance, Capital Fund, Security and Management Information Systems In accordance with deadlines in specific task areas	3/31/11	Exec. Dir, Dir. of Housing Management, Finance Dir., MOD Coord. Asst. Prop managers

GOVERNANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
MIS - 9.2					

Operational Area:

2. ORGANIZATION AND STAFFING

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.1 ADJUST ORGANIZATION STRUCTURE/CHART TO REFLECT ACTUAL JOB TITLES, CHAIN OF COMMAND RELATIVE TO THE ASSET MANAGEMENT MODEL BEING IMPLEMENTED		JOB TITLES DUTIES, CHAIN OF COMMAND INACCURATELY REFLECTED IN ORG CHART	REVISED ORG CHART / STRUCTURE, JOB TITLES, DUTIES, CHAIN OF COMMAND TO FULLY IMPLEMENT ASSET MANAGEMENT	12/31/10	EXEC DIR, Dir of Housing Management
A. Establish in writing the Asset Management Model to be implemented by the agency		Asset Management service delivery model not clear and concise	Revised service delivery model in writing with accompanying: org charts and job titles	12/31/10	Exec Director, Director of Housing Management
1. Review/revise existing service delivery structure to provide a structure that serves the best interest of the AMPs, this includes establishing areas of responsibility, chain of command, span of control and job titles to be employed			Review completed with recommended changes to structure and org chart, etc in writing	10/31/10	Director of Housing Management
4. Draft new Asset Management Model, Organization Chart, Job Titles and make staff assignments to AMPs			Draft org chart complete with staff assignments in writing and reviewed with staff	10/31/10	
5. Finalize new structure and obtain BOC approval			New structure presented to BOC for approval	11/30/10	
6. Formally introduce new service delivery model to staff and begin implementation of new Asset Management Service delivery structure			Staff trained on new service delivery model evidenced by sign in sheets, full implementation begun	12/31/10	
B. Revise Job Titles, Job Descriptions and performance standards to reflect new asset management service delivery schedule (Resulting asset management documents)		Current Job titles & descriptions are not reflective of	New job titles/descriptions, and performance standards that co-inside with service	11/30/10	Exec Dir, Dir of Housing Mgmt

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
<i>should be made part of item 2.2 of this MOA)</i>		responsibility	delivery model and new or chart		
2. Adjust job titles and descriptions and performance standards as appropriate to reflect the new service delivery model			Revised job titles, job descriptions including detailed performance standards	10/31/10	
3. Meet with affected staff to introduce new draft service delivery model and accompanying documents and make any adjustments as required			Staff provided with new titles/descriptions and performance standards	11/30/10	
2.2 AMEND PERSONNEL MANAGEMENT SYSTEM TO INCLUDE PERFORMANCE BASED JOB DESCRIPTIONS AND EVALUATIONS AND DOCUMENTED PERSONNEL ACTION APPROVAL					
		INADEQUATE JOB DESCRIPTIONS EVALUATION SYSTEM AND PRACTICES	REVISED PERSONNEL MANAGEMENT SYSTEM IN PLACE	2/28/11	EXECUTIVE DIRECTOR
A. Revise job descriptions for all staff to include task specific performance criteria.	Job descriptions not task specific	Job Descriptions that include performance standards	1/31/11		Exec Dir., Dir. of Housing Mgmt, Dir. of Finance, Supervisory staff
1. Review the current job descriptions, ensuring they contain appropriate task-specific performance criteria. The criteria should reflect task essential to accomplishing the requirements of PHAS and maintaining an effective and efficient operation.		Draft of revised job descriptions.	11/30/10		
2. Facilitate HACP staff review and comment on proposed functional job descriptions		Staff signature and comments on draft job descriptions	12/15/10		
3. Incorporate proposed revisions and finalize job descriptions		Final job descriptions	12/31/10		

ORGANIZATION AND STAFFING Targets and Strategies			Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
4.	Distribute and confirm employee's receipt of their new functional job descriptions. Maintain signed copies in employees' personnel files.			Copies of job and position descriptions, signed by staff	1/31/11	
B. Conduct Performance-Based Employee Evaluations		Evaluations are not performance based and not present if files	Annual Performance-Based Employee Evaluation System Implemented	Beginning 2/28/11	Exec Dir., Dir. of Housing Mgmt, Dir. of Finance, Supervisory staff	
1.	Revise evaluation system to include specific tasks and minimum performance standards for each position. Assign responsibility for performing evaluations to immediate supervisors.		Minimum standards established for each position. Responsibility assigned to supervisors.	12/15/10		
2.	Schedule employee conferences to communicate baseline performance requirements.		Employee conferences conducted	1/31/11		
3.	Schedule interim and annual evaluations based on pre-established performance requirements for each employee. Evaluations reviewed by Executive Director and used as a basis for training and personnel actions		Revised performance evaluation system in use, current evaluations in file, evidence of Quality control review of evaluations by ED (initial).	2/28/11 & on-going		
2.3 INCREASE THE CAPACITY OF STAFF TO EFFECTIVELY MANAGE THE AGENCY AND ITS PROGRAMS THROUGH TRAINING (Develop a training Plan for staff on general program Administration)		STAFF NEEDS TRAINING	TRAINING BUDGET IDENTIFIED AND TRAINING PLAN IN IMPLEMENTATION	10/31/10	Executive Director, BOC	
A.	Develop Comprehensive Annual Training Plan that includes: Provision for periodic update training on rule changes, implementation training on all policies and procedures and training to address problems identified by quality control monitoring.	Draft Training Plan	Finalize Draft Annual Training Plan	10/31/10	Executive Director	
1.	Training Plan Agenda that includes: New Employee Orientation, Ethics training to PHA staff and Commissioners; Formal and on the job training, Personnel Policy basic training, PHAS training, Public Housing		Identification of training method for each course	10/31/10		

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
Management Certificate training, Procurement Training, Cross training (PIC, PHAS, Occupancy, EIV), basic Finance procedures for non-finance staff, Conflict Resolution Training) Expand this area to also include UPCS training					
2. Determine cost and time commitments required to provide training to staff and assess financial and operational constraints of the agency and its ability to facilitate the training. Consider open enrollment training when and where it is provided locally. Also explore opportunities to partner with neighboring housing agencies to share training costs.			Written cost and time estimates for each course	10/31/10	
3. Develop written training plan identifying persons to be trained, training topics, training schedule, and annual training budget based on priorities			Written training plan	10/31/10	
4. Execute contracts, registrations, or agreements for the provision of training			Training contracts or registrations	10/31/10 and on-going	
2.4 DEVELOP A COMPREHENSIVE FILE MANAGEMENT CHECKLIST AND AN EMPLOYEE PERSONNEL ACTION LOG/ IMPROVE MANAGEMENT CONTROLS OVER PERSONNEL ADMINISTRATION		PERSONNEL FILES NOT PROPERLY ORGANIZED OR DOCUMENTED	STANDARDIZED FILE MANAGEMENT SYSTEM AND PRACTICES	11/30/10	Executive Director
A. Assign staff person responsibility for administering the Human Resources activity (e.g. coordinating recruitment & application process, processing personnel for hire, adding individuals to the payroll system, setting pay rates in the system, maintaining confidential personnel files)) outside of the Finance Dept.. Provide appropriate training to individual so assigned in Human Resource Management Payroll function and payroll file maintenance to remain responsibility of Finance		Inadequate separation of Personnel & payroll function	Staff assignment to administer the Human Resource Activity and maintain personnel files	10/31/10	Executive Director
B. Establish the use of a personnel file checklist that identifies the documentation required to be included in		Personnel files have no structure	Separate personnel file with checklist developed and	10/31/10	Executive Director

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
the file (Ex applications, personnel actions, personnel actions, Performance Actions, social security number documentation, etc.) and the order of its placement in the file. (Appropriate file indexes, dividers and clamps should be used to organize and attach documents).	and are poorly organized	implemented			
C. Develop written procedures for the use of forms and checklists that require all documents be made a permanent part of the file folder.	No procedure for file organization & documentation personnel actions	Procedure developed and disseminated with evidence to appropriate employees.	11/30/10	Executive Director	
2.5 REVIEW/DEVELOP ADOPT AND IMPLEMENT PERSONNEL POLICY AND PROCEDURES MANUAL AND OTHER ADMINISTRATIVE AND OPERATIONAL POLICY AND PROCEDURES FOR ALL AGENCY DEPARTMENTS		OUTDATED POLICY, NO DOCUMENTED PROCEDURES	COMPREHENSIVE PERSONNEL POLICY AND PROCEDURE MANUAL	12/31/10	Executive Director
A. Revise/Develop draft of Personnel Policy and Procedures Manual that fully documents existing and, as necessary, additional policies and procedures required for effective Human Resource Administration. These written procedures should, at a minimum, cover the following: Equal Employment Opportunity Recruitment, Hiring , Probation, Orientation and Training, Exit Interview Employee Classification and Employment Status Changes in Employment Status Working Hours/Pre-Authorization of Overtime Compensation/Place and Time for payment of Wages Payroll administration Employee Uniforms and Dress Code Travel and Expense Accounts Violence in the Workplace Employment Contracts Drug Free Workplace/Drug Testing Leave and Holidays/Vacation/Annual Leave		Draft of Personnel Policies and Procedures	10/31/10	Executive Director and (Consultant if required)	

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
Retirement Terminations Due to Reorganizations, Economics of Lack of Work Grievances Technology use and privacy (Security and Confidential Information) Workplace Rules and Procedures Conflict of Interest Policy Against Harassment Personnel Records					
<ul style="list-style-type: none"> Obtain Board Approval 		N/A	Board Resolution of Approval	10/31/10	Executive Director, BOC
<ul style="list-style-type: none"> Present approved Personnel Policy and Procedure Manual to Staff. Conduct employee orientation to ensure that all existing staff fully understands the requirements. 		N/A	Signed Statements of Receipt and Comprehension From All Employees	10/31/10	Executive Director and (Consultant if required)
B. Review/Revise/Develop Administrative and Operational Policies to include at a minimum: 1. Standard of conduct policy 2. Develop/update use of PHA equipment and vehicles policy and procedures 3. Update Travel Policy 4. Investment Policy 5. Acquisition/Disposition Policy 6. Update Capitalization Policy 7. Update Internal Controls Policy 8. Develop/update a record retention policy 9. Develop/update an Emergency Procedures Plan (e.g. for weather, natural disasters, etc.		Limited package of Cash Management/ Internal Control policies	Essential Policies developed approved by the BOC and Disseminated to the staff with evidence of receipt.	11/30/10	

ORGANIZATION AND STAFFING Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
B. Review/Revise/Develop standard Operational Procedures for operational areas of the agency as required that coincide with formally approved Board Policy for the areas of: Administrative Operations Finance Operations Management Operations Maintenance Operations			Standard Operating procedures developed for each area of agency operations	12/31/10	Exec Dir., Dir. of Housing Mgmt, Dir. of Finance
	<ul style="list-style-type: none"> Present Standard Operating Procedures to affected staff. Provide training on new procedures. Obtain signed receipts from staff 		Schedule roll out meetings with each area of operations. Provide instructions on implementation. Obtain signatures of receipt from staff.	12/31/10	
C. Report monthly with progress report to Board & HUD				On-going	
2.6 Establish Organizational and Administrative Planning Sessions to ensure implementation of all rules, regulations, BOC approved policies and plans, and to monitor progress on transition to Asset Management, PHAS, the MOA and other Agency plans and strategy		Staff lacks knowledge of essential agency activity	Weekly staff meetings with planned agenda that focus on relevant activity for the upcoming week	9/15/10 and on-going	Exec Dir., Dir. of Housing Mgmt, Dir. of Finance

Operational Area:

3. FINANCE AND PROCUREMENT

PHAS Performance Targets		Baseline As of: 6/30/09	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
Indicator #:	Name:					
2-1	Current ratio					9.0 (5.9<CR<10.3)
2-2	Expendable Fund Balance					9.0 (4.9<MEFB<11.5)
2-3	Tenant Receivable/Outstanding					4.5 (TRO < 4)
2-5	Expense Management/Utilities					1.5 (EM < \$53.79)
2-6	Net Income/Loss					1.5 (NEL/EFB > \$0)
TOTAL						30 On-Time Submission

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
3.1 ESTABLISH APPROPRIATE FINANCIAL MANAGEMENT POLICIES AND PROCEDURES		INADEQUATE POLICIES AND PROCEDURES	SYSTEM OF FINANCIAL MANAGEMENT POLICIES AND PROCEDURES	3/31/2011	EXECUTIVE DIRECTOR, DIR OF FINANCE, BOC
A. Develop and Implement Standard Operating Procedures Consisting of Comprehensive Financial Management and Internal Control Policies and Procedures		Few Written Procedures	Comprehensive Set of Financial Management Procedures	3/31/11	ED, Dir of Finance, (Consultant if required)
1. Secure qualified professional technical assistance to develop Standard Operating Procedures if required			Contract with TA provider	10/31/10	
2. Collect, catalog, and review existing financial policies and procedures.			Compilation of policies	10/31/10	
3. Where essential policies are insufficient or non- existent, revise, update or develop policies and procedures covering the following areas:			Updated, revised or new policies and procedures	12/31/10	
a. Investments			Policy and procedures		
b. Disposition of Assets			Policy and procedures		
c. Acquisition and Capitalization of Assets			Policy and procedures		
d. Cash Disbursement and Check Writing			Policy and procedures		
e. Insurance			Policy and procedures		

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
f.	Inventory		Policy and procedures		
g.	Cash Management (Accounts Receivable and Payables)		Policy and procedures		
h.	Petty Cash		Policy and procedures		
i.	Travel		Policy and procedures		
j.	Internal Control		Policy and procedures		
k.	Rent Collection with Overages and Shortages		Policy and procedures		
l.	Security Deposits		Policy and procedures		
m.	Losses/Write Offs		Policy and procedures		
n.	Contract Ledger Maintenance		Policy and procedures		
o.	Vehicles		Policy and procedures		
p.	Credit Cards		Policy and procedures		
4.	Develop standard operating procedures for all Finance activities performed in-house. (i.e. Accounts payable, Accounts receivables, Payroll, etc.) These standard operating procedures shall consist of written instructions for the execution of each job in the Finance Area.		Written operating procedures for each financial activity	2/28/11	
5.	Disseminate all policies and procedures to staff and provide training to Finance staff on the provisions of each of the policies and procedures.		Confirmation of receipt and training	3/31/11	
3.2 IMPROVE SYSTEMS FOR ACCOMPLISHING INTERNAL CONTROL		INADEQUATE CONTROLS	SEPARATION OF DUTIES AND INTERNAL CONTROL	11/30/10	Executive Director, Dir Of Finance
A. Establish Key Processes Essential to Internal Control and Monitoring of Financial Activity.		Inadequate Control Over Financial Activity present	Systems Established to Improve Internal Control	11/30/10	Executive Director and Dir of Finance
1.	Develop a procedure to accomplish verification of available budget prior to expenditure.		Written procedure assigning responsibility for budget review and sign off.	10/31/10	

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.	Develop a process for monthly review of financial statements and budget vs. actual reports to monitor potential budget overruns and correct miscoding of expenses		Written procedure for monthly review of financial statements. Staff person assigned responsibility for conducting review.	10/31/10	
3.	Develop cash receipt procedure that include the requirement of supervisory review and sign off on deposits and sealing of the deposit.		Written procedure developed. New deposit bags that can be sealed	10/31/10	
4.	Develop procedures that require attaching sufficient documentation to voucher sufficient documentation in support of payment prior to cutting and signing checks (purchase orders and/or appropriately approved check request, evidence of receipt of goods and/or services, administrative approvals of purchase as required, etc.)		Written procedure developed, disseminated to staff. Responsibility assigned for maintaining documentation	10/31/10	
B. Establish processes to improve internal control		Insufficient internal controls	System established to provide adequate control	10/31/10	Executive Director and Dir of Finance & Housing Mgmt
1.	Assign internal control monitoring responsibilities to both the Executive Director and the Finance Director and the Director of Housing Management		Written division of internal control duties.	10/31/10	
2.	Amend practices to improve internal control over rent collections. The procedure must provide for: <ul style="list-style-type: none"> a. Supervisory review and sign off on deposits and rent collections. b. Supervisory approval on all credits issued against resident accounts c. Provide a safe place to secure un-deposited funds at each collection site and central office. d. Daily verification and sign off on all deposits to automated system totals e. Quality control reviews of cash collections 		Internal control practices amended in writing, disseminated to affected staff with instruction.	11/31/10	
3.	Amend practices to improve accounts payable and				

FINANCE AND PROCUREMENT Targets and Strategies	Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
<p>payroll function. The practices must provide for at a minimum:</p> <ul style="list-style-type: none"> a. Restricting the ability to process checks to individual(s) authorized and approved in writing. b. Verifying and attaching back up and documentation of accounts payable checks prior to cutting checks c. Documenting supervisory review and approval of all accounts payable prior to printing checks. d. Logging all accounts payable & payroll checks upon use. e. Quality control reviews of accounts payable and payroll activity. 				
3.3 DEVELOP SYSTEMS TO IMPROVE MONTHLY FINANCIAL REPORTING AND ANALYSIS	CURRENT REPORTING NOT IN SUFFICIENT DETAIL	FINANCIAL REPORTS IN SUFFICIENT DETAIL TO ALLOW FOR ANALYSIS OF STATUS OF AMPS	10/31/10	Executive Director, Dir Of Finance
A. Develop Monthly Financial Reports and a Standard Reporting Format for the Board of Commissioners.	Insufficient Financial Reporting to BOC	Monthly Financial report package	10/31/10	Executive Director, Dir of Finance
<ul style="list-style-type: none"> 1. Develop a user friendly report format and package to include at a minimum: <ul style="list-style-type: none"> a. Monthly detailed line item Budget vs. Actual Financial reports by AMP & COCC, including a variance narrative explaining any over/under budget trends in major expense categories b. Outstanding Tenants Accounts Receivables each month, by property and compared to total charges for the period. c. Report on Investments listing: amount, rate of interest, maturity date. Organized by source of 		<p>Reporting system developed and documented in writing; staff trained on implementation. Responsibility for monthly production assigned</p>	10/31/10	

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
d.	funds invested. Report on contracts and change orders executed by the Executive Director.				
1.	Finalize procedures and disseminate to affected staff		Final procedures, staff training		
B.	Develop and utilize written procedures for budget preparation.	No Procedures	Budget Prep Procedures	11/30/10	Executive Director, Dir of Finance
2.	Develop draft procedures indicating major tasks, participants, and general timetables for preparation. The procedures must include the management and maintenance staff of the AMP and should address: a. Assessing current contracts for administrative and maintenance services to determine if they are still in effect and still needed. b. Evaluating material needs to address preventative, routine and extraordinary maintenance on an annual basis. c. Determine funding requirements of an annual training plan that will address the deficiencies of staff. d. Evaluating maintenance and capital improvement needs. e. Evaluating the employee benefit package to make adjustments to coincide with the financial constraints of the housing authority f. Evaluating staffing patterns and cost allocation g. Requiring budget narratives from various areas in support of requested expenditures. h. Developing a budget preparation calendar and production timetable		Written budget procedures	11/30/10	
3.	Review of draft procedures		Documentation of review		
4.	Finalize procedures and disseminate to affected staff		Final procedures, staff training provided		

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
D. Develop a system to accomplish Budget Monitoring, expense control and financial analysis		Current System not sufficient for budget monitoring	Documented Budget Monitoring system in place.	10/31/2010	E.D., Finance Director, Dir of Housing Management
1.	Assign responsibility to track, monitor and project both income and expenses on a monthly basis. Produce a brief monthly report of the status of budgets that include recommendations for budget revisions when required.		Budget monitoring responsibility assigned in writing	10/31/10	
2.	Require budget approval of requisition prior to issuance of a purchase order		Budget approvals evidenced by appropriate initials on requisition prior to production of Purchase Order	10/31/10	
3.	Expand expense coding system to include sub codes to better identify specific expenditures for areas such as administrative sundry and ordinary maintenance materials. This is specifically to assist the AMPs in monitoring purchases and planning future expenditures.		Sub accounts established provided to finance staff and in use	10/31/2010	Dir of Finance
3.4 DEVELOP WRITTEN SUPPORTING DOCUMENTATION TO SUPPORT AMP BUDGET COMPOSITION, FEE FOR SERVICE DOCUMENTATION AND COST ALLOCATION PIH 2006-33, SUPPLEMENT TO PIH 2006-33(SECTION 7 & CHART), 24 CFR 990, 7475.1 REV CHG-1, PIH 2007-9		INSUFFICIENT WRITTEN SUPPORT ON FEE FOR SERVICE OR COST ALLOCATION	DETAILED WRITTEN DOCUMENTATION SUPPORTING DIRECT CHARGES TO AMP, COST ALLOCATION AND FEE FOR SERVICE.	9/30/2010	Director of Finance
A. Review all direct charges to AMP and composition of the COCC staff charges. Particular emphasis on the position of the Director of Housing Management.				9/30/2010	
1. Determine the make up of COCC staffing 2. Determine the correct method of treating the position of the Director of Housing					

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
<p>3. Determine if all direct charges to the AMPs can be supported</p> <p>B. Review all shared cost and method of cost allocation. Develop and document cost allocation system</p> <p>C. Review all central services provided to AMP and corresponding Fee for Service schedules. Develop Fee for service schedule comparable with industry standards.</p>	Management				
				9/30/2010	Dir of Finance
			Fee for Service scheduled developed	10/30/2010	Dir of Finance
3.5 REFINER THE SOLICITATION AND SELECTION PROCESS FOR THE AUDIT CONTRACT. EVALUATE THE PERFORMANCE OF THE CURRENT AUDITOR WITH SPECIAL NOTE OF ANY FAILURE TO IDENTIFY ISSUES SUBSEQUENTLY DISCOVERED BY HUD AND ITS REVIEW AGENTS		CURRENT AUDITS DO NOT IDENTIFY ISSUES AFFECTING THE PERFORMANCE AND FINANCIAL STABILITY OF THE AGENCY	REVISED AUDITOR SELECTION PROCESS THAT INCLUDES CONDUCTING DUE DILIGENCE ON PAST PERFORMANCE OF AUDITOR, AND AUDIT REVIEW TEAM AND THE USE OF A ROTATION SYSTEM	9/30/2010	BOC, Executive Director, Dir of Finance
3.6 RESOLVE THE OUTSTANDING DEBT DUE TO HUD		UNRESOLVED DEBT OF \$817,499.00	DEBT SCHEDULED FOR LIQUIDATION	9/30/2010	BOC, Executive Director
A. Provide HUD with documentation in support of partial re-capture of subsidy make arrangements to pay the Develop and Implement Procurement Procedures and Establish an Annual Procurement Plan.			Documentation transmitted to HUD in writing with a request to negotiate a re-payment arrangement	9/30/2010	ED, Dir of Finance
B. Determine the actual amounts still due and owing and make arrangements for re-payment			HUD and BOC approval of the re-payment plan	10/30/2010	BOC, ED

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
3.7 Improve Current Ratio		TBD at a later date with REAC		9/30/10, on- going	Executive Director, Dir of Finance
A.	Review other sources of income, i.e. investments, waiver of PILOT, CFP use for operations, local funding, expand other HUD programs, increase occupancy, reduce accounts receivables				
B.	Review expenses and reduce/eliminate where appropriate				
3.8 Increase the Expendable Fund Balance		TBD at a later date with REAC		9/30/10, on- going	Executive Director, Dir of Finance
A.	Achieve Month Expendable Net Ratio of 1.0 or above				
B.	Analyze income and expense to assure a balanced budget or positive cash flow				
3.9 Reduce Tenant Receivables/Outstanding		TBD at a later date with REAC		9/30/10, on- going	Executive Director, Dir of Hsg Mgmt. Dir of Finance
A.	Collect at least 95% of rent charges				
B.	Assure rent collection policies are uniformly applied and include: Timely evictions, effective write off policies, Use of Collection agency; home visits; repayment agreements (SEE 4.1 B)				
3.10 Reduce Occupancy Loss		TBD at a later date with REAC		9/30/10, on- going	
A.	Develop marketing Strategies to increase occupancy				
B.	Analyze and develop system to track units approved for non dwelling purpose and/or CFP. Reconcile unit count in PIC to agency's count make necessary adjustments (SEE 4.6)			9/30/10	
3.11 Determine PHAs Financial Resources (Include other Federal, State, Local and Non-profit, etc.)		TBD at a later date with REAC		9/30/10, on- going	Executive Director, Dir of Finance

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
A. Evaluate and report on the PHA's long term financial stability				9/30/10	
B. Analyze future income streams from dwelling and non dwelling income (Management fees, Mixed finance Income, LIHTC, etc.)			Written Detailed report presented to BOC	9/30/10	
C. Re-submit request to HUD to convert Leed Street Homes to Public Housing Units			Written Letter to FO and SAC	10/30/2010	
3.12 Update & Maintain Investment Register					
A. Analyze potentials for increasing investment income – explore the use of zero balance bank accounts to better manage cash flow and generate cash for investments			Generating more investment income	9/30/10, on-going	Executive Director & Director of Finance Director of Finance
B. Use data to support PIC calculation					
3.13 DEVELOP SYSTEM FOR COMPLYING WITH THE REQUIREMENTS OF THE APPROVED PROCUREMENT POLICY					
A. Develop and Implement Procurement Procedures and Establish an Annual Procurement Plan (annual material needs assessed, prices negotiated for frequently used items, purchase contracts, re-order points established, etc.).	No Written Procedures, No Procurement Plan		PROCEDURES FOR IMPLEMENTATION OF ALL FACETS OF THE PROCUREMENT POLICY Procedures Developed to implement new policy, Procurement Plan Implemented	12/31/10 11/30/2010	EXECUTIVE DIRECTOR Exec. Dir., Dir. of Hsg Mgmt, Dir of Finance (Consultant if needed)
1. Develop the Procurement Procedures			Draft procedures and plan	10/31/2010	
a. Develop a draft of the Procurement Procedures, ensuring they address key issues of procurement methods, requisitions and approvals, ensuring price competition, vendor selection, contract administration, time and date stamping of bids, cost estimates and analysis, change orders, procurement and contract files.			Draft procurement procedures		

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
b.	Establish in writing delegated authority to execute purchase orders		Delegate authority to execute purchase order and the limit(s) granted using the form included in the Procurement Policy	9/30/10	Executive Director
c.	Develop draft process for establishing an annual procurement plan. The plan must consider: Historical Purchases Planned Maintenance activity Available resources Desired stock levels and re-order points for effective and efficient management		Draft procurement plan	09/30/10	Executive Director, Dir of Housing Management, Dir of Finance
d.	Review the draft of the Procurement Procedures and Plan with staff		Comments on draft	10/31/10	
e.	Finalize the Procurement Procedures and Plan		Final procedures and plan	10/31/10	
2.	Distribute to key staff and provide training on the provisions of the Procurement Policy and Procedures and Plan		Confirmation of receipt and training	11/30/10	
B. Maintain Properly Constituted Procurement Records		Inadequate Documentation	Files Re-organized	11/31/10	Executive Director
1.	Assign the responsibility for maintaining all procurement records		Written delegation of the responsibility	9/30/10	Executive Director
2.	Develop standard organization for procurement (solicitation) files. All documentation supporting validity of the solicitation must be included in procurement file, including: a. Method of Procurement b. Evidence of pre-solicitation administrative approval of requisition to solicit (including budget approval of estimated cost) c. Detailed specifications d. Cost Estimates and Funding source e. Copy of Advertisement		File organization outline	10/31/10	Director of Hsg & staff

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
f. Distribution list (all vendors contacted and method of contact) g. Evidence of pre-bid conference as required h. Documented responses to all vendors on questions i. Evidence of satisfaction of bonding requirement when necessary j. Evidence of timely submission of responses and log of responses k. Documentation of evaluation and scoring as appropriate, including cost analysis l. Documentation of budgetary approval of final contract amount m. Documentation of approval of award and execution of contract or Purchase Order by Contracting Officer or designee n. Evidence of appropriate notices (Cancellation of solicitation, Unsuccessful bid or proposal, Award of Contract, Notice to Proceed, Change Orders, cancellation of Contract)					
3. Reorganize existing and maintain future procurement (solicitation) files to comply with standards as established by federal and state rules and regulations and the procurement policy of the BHA.		Confirmation of file reorganization	10/31/10		
4. Develop and maintain a procurement register/log		Completed procurement register/log			
C. Establish a comprehensive and consistent system for documenting the approval of requisitions of goods and services	Insufficient system for documenting the requisition of items.	Formalized requisition approval system	11/30/10	Executive Director, Dir of Finance	
1. Assimilate and review forms currently in use for requisitioning items. Obtain templates of requisition forms from other authorities for modification and possible use.		Written document of form review			

FINANCE AND PROCUREMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.	Amend or develop a requisition form as appropriate to include at a minimum:		New Requisition form		
a.	The item requested including quantity				
b.	A brief description of the item/service needed				
c.	The estimated cost				
d.	The department making the request				
e.	A space for administrative and budget approval - which considers all encumbrances and requires signatures and dates.				
f.	A date and tracking number for the requisition				
E.	Centralize the procurement function. Assign specific staff responsibility for management and record keeping of the procurement function. Amend job description to include responsibility for procurement activity.	No specific staff assigned to management and recordkeeping for procurement. Practice varies with each procurement	Centralized Procurement management and record maintenance activity. Staff assigned in writing. Job description amended.	11/30/10	Executive Director
3.14 IMPROVE TIMELY SUBMISSION OF REPORTS TO HUD.		SUBMISSIONS LATE	ALL IN ON TIME	On-going	
A.	Budgets & Revisions			6/30/10-as needed	Finance Lead, ED/HUD FA
B.	Statement of Operating Receipts & Expenditures (SORES)			11/1/10	Finance Lead, ED/HUD FA
C.	Financial data Schedules (FDS)			11/1/10	Finance Lead, ED/HUD FA
D.	Tenant Accounts Receivables (TAR)/Occupancy			11/15/10	Finance Lead & ED/HUD FA

Operational Area:

4. HOUSING MANAGEMENT

PHAS Performance Targets						
Indicator #:	Name:	Baseline As of: 6/30/09	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
3-1	Vacant Unit Turnaround Time (as of 3/31/10)	> 75 days	<30 Days	<30 Days	<20 Days	Time<20 days
2-4	Occupancy Loss					4.5 Points < 3%

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
4.1 REDUCE VACANT UNIT TURNAROUND TIME BY IMPLEMENTING IMPROVED PROCEDURES AND PRACTICES		TURNAROUND TIME HIGHER THAN NECESSARY	REDUCTION IN VACANT UNIT TURNAROUND TIME	12/31/10	EXECUTIVE DIRECTOR, Directors of Fin & Hsg Mgmt
A. Develop and Implement Marketing Plan to create an updated waiting list. Present evidence of completed Purged Waiting List to HUD immediately.		Marketing Plan needs to be developed for all AMPs, Purged wait list needs to be forwarded to HUD	Updated waiting list with a certified pool of applicants; Marketing Plan and Waiting List targeted to specific AMPs	12/31/10	Dir. of Hsg Mgmt, Asst Prop. Mgr
1. Develop marketing action plan with tasks, assignments, targets/objectives, timetables, and budget. <ul style="list-style-type: none"> Develop flyers, brochures, ads Implement marketing action plan Include area employers, churches, social service offices, etc. on distribution list. Implement an evaluation system to gauge the effectiveness of the marketing strategies. 		No Marketing Plan is available at HACP	Written Marketing Plan; Printed marketing material; Confirmation of distribution and placement of marketing material and ads; Quarterly report of the analysis of the status of the waiting list.	11/30/10	Exec. Dir. & Dir. of Hsg Mgmt

HOUSING MANAGEMENT Targets and Strategies				
	Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2. Develop procedures for waiting list management and documentation consistent with ADMISSIONS AND CONTINUED OCCUPANCY POLICY; Present evidence of completed Purged Waiting List to HUD immediately.	No Procedures for Waiting List Management	Written procedures that are understood by staff	11/30/10	Exec. Director and, Dir of Hsg Mgmt
1. The procedures should include: <ul style="list-style-type: none">o Printing and archiving the waiting list to document and support each selection.o Periodic review of the waiting list management functiono Waiting list organization & QC reviewso Selections, Offers & Refusal Documentation from waiting list,o Status of families remaining on the list & periodic purging				
B. Improve Rent Collections	No discernible effort is made to increase the level of rent collection which has a negative effect on cash flow	Significant (minimum 10%) improvement in overall collection of rent	9/30/10, on-going	Director of Hsg Mgmt & Asst Property Managers
1. Develop new strategies for the routine collection of rent		Identifiable Collection Improvement Plan ; Listing of Chronic Late Payers; Verification of residents' knowledge of the importance of timely rent payments		Director of Hsg Mgmt & Asst Property Managers
a. Identify chronic late or delinquent rent payers; Hold conferences with the delinquent payers to identify the root causes of the delinquency; Meet with staff to insure their knowledge of the importance of this activity				Asst Property Mgrs

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
and require weekly reports					
b. Meet with staff to insure their knowledge of the importance of this activity and require weekly reports; Ensure that effective rent collection is incorporated in the personnel evaluations and job descriptions; Train Staff on System and Procedures			Staff informed of Improvement Strategy and individual roles, and Addition of component to evaluate employee performance; Trained staff on capabilities and features and implementation		Director of Hsg Mgmt
c. Institute Eviction Procedures as a last resort and important component of strategy			Non-responsive tenants evicted		Director of Hsg Mgmt & Asst Property Managers
C. Monitor Vacant Unit Turnaround Time Quarterly starting 9/31/10	Annual Monitoring and Reporting	Quarterly Reporting of Vacant Unit Turnaround Time to ED & BOC beginning 9/31/10	9/31/10	Dir. Of Hsg Mgmt	
4.2 COMPLY WITH CURRENT REQUIREMENTS REGARDING ADMISSION AND OCCUPANCY OF PUBLIC HOUSING [Reference: 24 CFR 960.205 Public Housing Reform Act of 1998, Section 578; HUD Guidebook 7465.1, Chapter 5]		OUTDATED OR NON-EXISTENT POLICIES & PROCEDURES	IMPLEMENT ADMISSIONS AND CONTINUED OCCUPANCY POLICY	3/31/11	EXECUTIVE DIRECTOR, Dir. Of Hsg Mgmt, & Dir. Of Finance
A. Draft a Revised Admissions And Continued Occupancy Policy			Draft of Revised ADMISSIONS AND CONTINUED OCCUPANCY POLICY – In Process	11/30/10	Dir. Of Hsg Mgmt, & Dir. Of Finance
1. One Strike Policy					Dir. Of Hsg Mgmt, & Dir. Of Finance
a). Establish the One Strike Screening Criteria - Develop screening methods that prohibit Admission of any household that includes a member who the housing authority determines is: illegally using a					

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
controlled substance or alcohol, subject to a lifetime registration required under the State sex offender program; or whose behavior would adversely affect other housing tenants in accordance with the One Strike screening criteria.					
b). Revise tenant selection and admission procedures to eliminate outdated requirements and local preferences					
2. Develop a Deconcentration Policy					Dir. Of Hsg Mgmt, & Dir. Of Finance
a). Identify and promote the positive aspects of the development and its residents					
b). Identify target populations based on types and locations of vacancies			Listing of needed & edited changes to existing ADMISSIONS AND CONTINUED OCCUPANCY POLICY		
c). Conduct outreach and marketing efforts, to include advertising, in accordance with the Admission and Occupancy Policy			Written draft of revisions		
3. Also Include Policies: Rent Collection, Evaluation of Need for Transitional Housing, Mixed Rent, Contingency Plan for Over-housing Units, Evaluation of the Need for Ceiling Rents, Transfer Policy, Non- Smoking Policy in Public Housing and Satellite Dish Policy			Comments on draft	11/30/10	Dir. Of Hsg Mgmt, & Dir. Of Finance
4. Send Copies of these Completed Policies to HUD: Current Income Limits, Resident Charges List, Utility Allowances, Security Deposit,				9/30/10	Dir. Of Hsg Mgmt, & Dir. Of Finance

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
Grievance Policy, Pet Policy, and Minimum Flat Rent) Resident Charges List					
5. Finalize the Draft ADMISSIONS AND CONTINUED OCCUPANCY POLICY ; Obtain Board Approval; Post approved copy in appropriate locations; distribute to staff			Revised ADMISSIONS AND CONTINUED OCCUPANCY POLICY approved by BOC	11/30/10	
B. Develop And Implement Standard Operating Procedures For Housing Management		Lack of Compiled or Consolidated Written Procedures & review necessary for inconsistent practices	Standard Operating Procedures Manual in Effect and Understood and consistently followed by Staff	12/31/10	Executive and Dir of Hsg Mgmt Director,
1. Develop or Review Drafts of the Procedures to include: <ul style="list-style-type: none"> o Application and Waiting List Management o Tenant Selection and Unit Assignment o Re-Occupancy of Vacant Units o Rent Collection and Delinquency Management o Security and Crime Prevention 			Consolidated Draft of Operating Procedures	10/31/10	
2. Review and Finalize Procedures			Consolidated Final Operating Procedures	11/30/10	
3. Formalize Procedures: Incorporate all policies and procedures into a Standard Operating Procedure manual and Provide all staff with copies of the Standard Operating Procedure manual and conduct staff training on the procedures contained therein			Consolidated Final Operating Procedures; Staff Comprehension and Use of Standard Operating Procedures; Confirmation of receipt and training	12/31/10	
4. Institute supervisory review to ensure that staff practices are in conformance with the procedures			Supervisory review	12/31/10	
<ul style="list-style-type: none"> o incorporate a review of policies and procedures into regularly scheduled staff meetings 		Regularly scheduled staff meetings are not held; standardized information not given	Policy and procedure issues reviewed and kept current in regular staff meetings	12/31/10	

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
4.3 Reduce vacancy loss [Reference: Public Housing Reform Act 1998]		Implement Vacancy Reduction Plans - See items 4.1 and 4.2	Reduction of 10% in Total HACP Rate	9/30/10 ongoing	Executive Dir, Dir. Of Finance and Dir. Of Housing Management
A. Analyze vacancy trends and root causes				9/30/10	
B. Develop and implement a plan to address problems identified; may include deprogramming request, demo/dispo request, conversion request, improving services, and improving curb appeal, etc			Corrective action taken on a case by case basis according to HACP – HACP needs to forward procedures used and examples of resolved cases to HUD for Review	10/31/10	Asst. Property Managers
C. Establish a procedure to authorize over-housing families where units would otherwise remain vacant				11/30/10	ED and Director of Housing Mgmt
D. Attract additional qualified applicants by:		Also see 4.1(A.1)		12/31/10	Executive Dir, Dir. Of Finance and Dir. Of Housing Management
1. Identifying and promoting the positive aspects of the development and its residents.					
2. Identifying target populations based on types and locations of vacancies					
3. Conducting outreach and marketing efforts, to include advertising, in accordance with the Admissions and Occupancy Policy					
4.4 IMPROVE FILE ORGANIZATION AND					
INCORRECT RENTS					
FULL COMPLIANCE WITH					
10/31/10					
EXECUTIVE					

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
REGULATORY COMPLIANCE THROUGH THE IMPLEMENTATION OF QUALITY CONTROL PROCEDURES AND THE DOCUMENTED USE OF APPROPRIATE INCOME-AND RENT-RELATED FORMS		AND LACK OF COMPLIANCE	HUD REGULATIONS AND HACP POLICIES		DIRECTOR
A. Ensure that all appropriate HUD-Required Documents are Placed in Each Tenant File		Some Files Don't Contain Required Forms	Files Contain All the Required Forms	9/30/10 ongoing	Dir of Housing Mgmt Asst. Property Mgr
1. Develop list of current versions of all required HUD forms			List of required HUD forms and Agency specific forms		
2. Provide staff with written instructions to use only the current versions of the required HUD forms.			Memo with written instruction		
3. Remove and destroy all obsolete HUD forms			Memo identifying forms destroyed		
4. Develop checklist of all and HUD forms and documents required to be present in each tenant file			Printed checklist of required forms and documents		
5. Instruct staff to use the checklist when creating and/or servicing the tenant file			Written instructions to staff		
B. Develop and Implement Quality Control Procedures		No Procedures	Staff Comprehension and Use of Written Formal QC Procedures	12/31/10	Exec. Dir., Dir. Of Hsg Mgmt, Asst Prop. Mgrs.
1. Develop draft of Quality Control procedures and forms. The procedures should define QC activities for the Executive, Director of Housing Management and Assistant Property Managers, and should include checklists and logs, QC report formats, and methods for ensuring QC (including using PIC error reports)			Written Draft of QC Procedures	10/31/10	
a. QC Procedures and reporting forms for file review and income and rent determinations, including verifications			Draft QC procedures		
b. QC procedures and reporting forms for waiting list management and tenant			Draft QC procedures		

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
	c. QC procedures and reporting forms for selection		Draft QC procedures		
2.	Review and finalize Quality control procedures and forms		Final QC procedures	10/31/10	
3.	Distribute QC procedures and forms to staff		Confirmation of receipt	11/30/10	
4.	Conduct training on the quality control procedures and forms		Confirmation of QC training	11/30/10	
5.	Assign Responsibility and Accountability for performing QC reviews		Memo assigning responsibility for QC review	11/30/10	
6.	Conduct a review of 100% of all current files for Income and Rent Determinations.		Full compliance of existing files through remedial action	12/31/10	
	a. Identify the specific deficiencies (incorrect calculations, inadequate documentation, etc.), and assign staff to take the appropriate corrective action.		Documentation of QC review and deficiencies in files		
	b. Correct the identified deficiencies in the files identified and document the corrective action taken		Documentation of completed corrective actions		
7.	Conduct QC reviews on newly created tenant files		Full compliance of new files	9/30/10 ongoing	
	a. Prospectively conduct QC reviews on 100% of new admission files before the lease is executed.		Documented QC review, deficiencies, and corrections		
	b. Prospectively conduct QC reviews on 25% of new interim and annual reexamination files before the notice of rent adjustment is distributed.		Documented QC review, deficiencies, and corrections		
8.	Conduct monthly QC review of waiting list and tenant selection activities		Documented QC review, deficiencies, and corrections in files	9/30/10 ongoing	

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
4.5 CORRECT INCONSISTENT APPLICATION OF RULES GOVERNING ADMISSION OF RESIDENTS		ADMISSIONS & VERIFICATION OF APPLICANTS NOT CONSISTENT WITH RULES REGULATIONS & AGENCY POLICY	CONSISTENT APPLICATION OF RULES GOVERNING APPLICANTS AND PLACEMENT	11/31/10	EXECUTIVE DIRECTOR, Local HUD Office
<p>A. Conduct full independent review of resident case file identified to and secured by the Executive Director making special note of:</p> <ol style="list-style-type: none"> 1. Violation of Wait List Order 2. Violation of 40% rule 3. Alteration to original application with white out (removing family member) 4. Failure to obtain verification of custody of minor family member 5. Alteration to agency Income Verification form used for additional family member 6. Inconsistencies between reported income and verified income of additional family member 			Written result of independent review. Verification of inconsistencies, falsifications, improper placement. Termination of assistance as appropriate Disciplinary action as appropriate	11/30/10	
B. Conduct independent review resident case file for all agency staff participating in Low Rent program			Written documentation in support of file review and outcome	11/31/10	
C. Inform staff in writing of zero tolerance for violation of HUD rules and regulations and agency policy and procedures governing admission and occupancy.			Staff informed in writing. Appropriate action taken when violations are discovered.	9/30/10	
<p>4.6 Establish an accurate unit inventory and amend the ACC to agree with actual number of units if necessary [Reference: 24 CFR 990.101, 990.102, 990.109, 990.405; HUD Guidebook 7465.1] (Task reported as completed, HACP should immediately forward a copy to HUD for review and/or</p>		Discrepancies between HACP unit count and PIC	Accurate Inventory of all HACP stock supportive to a decrease in occupancy loss and Annual Plan	9/30/10	Board of Commissioners, ED, Director of Finance, Director of Housing Mgmt, and Asst Prop. Mgrs

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
assistance.) Resolve/Correct all discrepancies in PIC					
4.7 CONDUCT STAFF MEETINGS WITH ALL AFFECTED STAFF TO PRESENT AND DISCUSS CHANGES IN REGULATIONS, AGENCY STRATEGY AND DECISIONS AFFECTING THEIR DUTIES		STAFF MEETINGS NOT ROUTINELY SCHEDULED	ROUTINELY SCHEDULED STAFF MEETINGS WITH AGENDAS, REPORTS AND Q&A PERIODS TO RESOLVE OUTSTANDING ISSUES	9/30/10 ongoing	ED, Director of Finance, Director of Housing Mgmt, and Staff
4.8 GAIN NECESSARY STAFF SKILL TO OPTIMIZE THE USE HACP'S VISUAL HOMES SOFTWARE TO SUPPORT AND AID STAFF IN TENANCY ISSUES INCLUDING (SUMMARY REPORTS, SCHEDULING REPORTS, DELINQUENCY AND STATUS REPORTS).		STAFF IS UNFAMILIAR WITH SYSTEMS ABILITY TO PRODUCE MANAGEMENT REPORTS	HACP IS ABLE TO REQUEST AND GAIN AUTOMATED SUPPORT REPORTS FOR ALL TENANT RELATED ISSUES AND AN EFFICIENT MANNER.	9/30/10 ongoing	ED, Director of Finance, Director of Housing Mgmt, and Staff
4.9 Resolve legal and operational problems with existing dwelling lease [Reference: 24 CFR 966.1-7) Alabama Tenant Law]			Evidence provided to HUD that Lease problems have been resolved including copy of the revised Dwelling Lease, copies of the Waiting List sample letters	9/30/10	Board of Commissioners, ED, Director of Finance, Director of Housing Mgmt
A. Review/Revise dwelling lease; verify compliance with requirements of Public Housing Reform Act of 1998					
B. Provide families 30-day comment period				9/1/10	
C. Execute lease/lease addendum with all adult members of household signing; provide 30-day notice of rent changes					
D. Enforce dwelling lease provisions				9/1/10 ongoing	
4.10 Guidance on requirement for PHAs to record current Declaration of Trust (DOTs) against all public housing [Reference: PIH Notice			Declarations of Trust against all Public Housing	9/30/10	BOC, ED, Dir. of Finance, & Housing Mgmt

HOUSING MANAGEMENT Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2009-28 (HA)]					
A. Ensure that a current DOT is recorded against all public housing property					
B. Ensure that PHA is in full compliance with DOT requirements within twelve months					

Operational Area:

5. PROPERTY MAINTENANCE

PHAS Performance Targets		Baseline As of 6/30/09	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
Indicator #:	Name:					
1	Physical Conditions					≥24 points
3-3a	Emergency WOs	0 points	100% w/in 24 hrs	100% w/in 24 hrs	100% w/in 24 hrs	100% w/in 24 hrs
3-3b	Non-emergency WOs	4-47 days	<10 days	<10 days	<10 days	<10 days
3-4a	Unit inspections	0 points	25% insp.	50% insp.	75% insp.	100% insp.
3-4b	System inspections	0 points	25% insp.	50% insp.	75% insp.	100% insp.

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
5.1 ENHANCE STAFF QUALIFICATIONS AND CAPABILITIES.		STAFF NEEDS FORMAL TRAINING OR REFRESHER COURSES	COMPLETION OF SKILLS-BASED TRAINING	6/30/11	ED and Dir of Hsg Mgmt
A. Assess maintenance employee skills and determine Employee training needs		Staff needs training to enhance skills	Staff trained in the latest AMP specific technical information	10/31/10	ED and Dir of Hsg Mgmt and Asst Prop. Mgrs
B. Obtain and conduct training to enhance employee skills.		Staff lacks requisite skills to provide quality maintenance	Staff with appropriate maintenance skills	Ongoing completed by 3/31/11	ED and Dir of Hsg Mgmt
1. Develop minimum proficiency standards for each classification of maintenance personnel. Identify the basic routine and advanced maintenance tasks that each classification should be able to perform with a minimum of guidance or supervision			Written proficiency standards; Updated Job descriptions	10/31/10	Dir of Hsg Mgmt
2. Assess the job related skills of maintenance personnel against those proficiency standards. Determine the training required to fulfill their assigned functions			Listing of skills and training needs by employee	9/30/10 ongoing	

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
3. Develop annual maintenance training plan. The plan should identify the subject matter to be trained, personnel to participate, trainers, location, dates, times, costs, and source(s) of funds. Consider utilizing local resources such as the Community College and trade or technical schools			Training plan	9/30/10 ongoing	Executive Director and Dir of Hsg Mgmt
4. Confirm the provision of training and certification of personnel, as required. At a minimum, training should include skills needed for routine residential repairs, including basic HVAC, basic electrical, carpentry (drywall patching, doors, windows), and basic plumbing.			Registrations and certifications	9/30/10 ongoing	
5. Through testing, observation, and evaluation, confirm that all maintenance personnel meet the minimum proficiency standards for their positions			Completed skill assessments and performance evaluations	11/31/10	
C. Provide training on REAC inspection procedures and standards.	Lack of knowledge of UPCS protocol and requirements	Staff with working knowledge of UPCS	12/31/10	Executive Director and Dir of Hsg Mgmt	
1. Select staff to be trained. They should include all persons expected to perform annual UPCS inspections and those expected to confirm the performance and quality of inspections		Identification of staff to be trained	9/30/10	Executive Director and Dir of Hsg Mgmt	
2. Secure the services of a qualified training entity and schedule the training.		Training contract or agreement	10/31/10	ED	
3. Provide the training. This training should also include proficiency testing		Sign In Sheets	11/31/10		
4. Confirm the successful completion of the training for each of the designated personnel		Confirmation of completion and testing	12/31/10		
5.2 IMPROVE MAINTENANCE DELIVERY SYSTEMS	MAINTENANCE INFRASTRUCTURE AND CONTROLS DEFICIENT	EFFECTIVE SYSTEM FOR DELIVERING TIMELY AND EFFECTIVE SERVICE	12/31/10	Executive Director, Maintenance Supervisor, FO PHRS	

PROPERTY MAINTENANCE Targets and Strategies				
A. Institute Measures to Preserve Condition of Equipment	Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
1. Establish an up to date Vehicle and Equipment Inventory (condition, identification information, primary use location (AMP))	No Preventative Vehicle Maintenance Program or Routine vehicle checking procedure	All Vehicles and Major Equipment in Good and Usable Condition	12/31/10	Director of Hsg Mgmt, Asst Property Mgrs and Maint Mechanics
2. Assign all usable vehicles and equipment to the appropriate individuals for care and monitoring. Hold the assigned personnel accountable for the condition of the vehicles. Assigned personnel to check each item daily and Supervisors to inspect and document condition of each item periodically.		Current inventory on vehicle specifics (description, condition, and where used)	12/31/10	Director of Hsg Mgmt
3. Place each vehicle and major equipment under its own discrete preventive maintenance schedule.		Written assignment of vehicles and instructions for care and maintenance	12/31/10	Director of Hsg Mgmt
4. Perform and document PM on each vehicle and piece of major equipment.		PM schedule and log for each vehicle Documented PM	12/31/10	Director of Hsg Mgmt
5. Develop method for charging or assessing payment for vehicle use by non-PH AMPs or AMPs not specific to a vehicle when used on that site		Fair Cost Assessment method for vehicle use when not owned by that AMP	12/31/10	Dir of Hsg Mgmt and Finance Officer
B. Fill Vacant Maintenance Staff Positions to enhance production and coverage of AMPs				
1. Advertise to fill vacant staff positions; interview and select new employees, Obtain any additional training (AMP specific) and assign people to specific AMPs	Key maintenance mechanic positions not filled	All Vacant Maintenance Positions Filled Trained, efficient Maint. Mechanic able to handle assignment	12/31/10	Director of Hsg Mgmt

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
C. Control Access to, and Track Usage of, Consumable Materials and Supplies		Accountability not documented by work order and/or automated system; No summary automated reports on usage available	Proper documentation for material and supply usage for all maintenance work	9/30/10 ongoing	Director of Hsg Mgmt, Asst Property Mgrs and Maint Mechanics
1.	Limit access to storage areas to assigned personnel		Written order and designation		
2.	Develop inventory management procedures for control and accountability over expendable items		Written maintenance inventory control procedures		
3.	Require maintenance workers to indicate on work orders all parts and consumable materials used		Memo to staff		
4.	Institute periodic use of work orders to crosscheck inventory		Inventory report		
5.	Establish Reorder Points for Commonly Used Items		List of reorder points for commonly used items		
D. Develop and Implement Maintenance Policies and Procedures		Limited policies and procedures followed; Maint. Manual not updated	Comprehensive policies and procedures for maintenance	11/30/10	Director of Hsg Mgmt, Asst Property Mgrs and Maint Mechanics
1.	Develop Draft Maintenance Procedures in compliance with the requirements of the Maintenance Policy. Ensure that the procedures are consistent with policy and the operational objectives of the agency and address: <ul style="list-style-type: none"> Work Order Procedures and Processing (i.e., Routine Work Order Processing, Emergency Maintenance Procedures, Records Maintenance, and Reporting, Resolution of Disputed Tenant Charges, etc.) Resident Responsibility for Care of Property 		Draft policies and procedures		

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
<ul style="list-style-type: none"> ▪ Scheduled Routine Maintenance (i.e., Pest Control and Extermination, Landscaping and Grounds, Building Exteriors and Common Areas, Interior Painting by Staff and Residents, etc.) ▪ Preventive Maintenance (i.e., PM Planning, Inspections, Servicing, Record Keeping) ▪ Vacant Unit Turnover ▪ Contracting for Services ▪ Tool Policy and Procedures ▪ Care and Use of Equipment (i.e., Vehicles, Power Equipment, Mowers and Trimmers) ▪ Quality Control ▪ Safety and Health 					
2. Facilitate review of the draft and finalize policies and procedures			Final policies and procedures		
3. Also develop an Annual Maintenance Plan that identifies manpower, materials, schedule and time commitments for: <ul style="list-style-type: none"> ▪ Follow-up to Annual UPCS Dwelling Unit Inspections ▪ Performance of Buildings, Grounds and Systems inspections (including UPCS) ▪ Cyclical painting ▪ Landscaping and grounds maintenance 			Annual maintenance plan		
E. Formalize System for Tracking MASS Confirmation		No formal system to track and monitor performance for MASS Confirmation	Formal System in Place at HACP to monitor MASS performance	12/31/10 ongoing	Director of Housing Management
1. Develop written procedures for weekly and monthly monitoring to obtain necessary information					
2. Assign a person(s) who is primarily responsible for tracking and obtaining the needed information from various departments					

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
F. Improve Work Order Reporting		Work Orders Incomplete and Not Submitted Timely	Accurate and timely submission of work orders	12/31/10	Director of Hsg Mgmt, Asst Property Mgrs and Maint Mechanics
1.	Revise or develop written policies and procedures to ensure that appropriate work order information is obtained and that such information is properly documented, managed, and assessed.		Written policy and procedure for completing and submitting work orders	10/31/10	
2.	Instruct each maintenance worker on the proper completion and timely submission of all work orders		Signed confirmation of receipt of procedures and instruction		
3.	Run the report of open non-emergency work orders weekly for review and follow-up.		Weekly open non-emerg. work order report	10/31/10	
4.	Generate the open emergency work order report daily for review and action.		Daily open emergency work order report	10/31/10	
5.	Hold each employee accountable for proper completion and submission of work orders. Failure to follow procedures is to be subject to administrative action in accordance with the personnel policy.		Employee evaluations and annotated personnel files	9/30/10 ongoing	
6.	Develop and implement written Quality Control Procedures for checking maintenance work in comparison to what is reported		Signed confirmation of receipt of procedures and instruction	12/31/10	
7.	Generate Monthly Summary Work Order Report		Monthly Summary Work Order Reports	12/31/10	
G. Perform Annual Inspections in Accordance with UPSCS		No Certified UPS inspections other than REAC Inspections; No one trained on staff	100% Units, Bldgs, Systems Inspected Under UPSCS by trained staff	9/30/10 ongoing completed by 6/30/11	Director of Hsg Mgmt, Asst Property Mgrs and Maint Mechanics
1.	Develop UPSCS inspection checklist and plans for buildings, systems, site, and common areas		Preventative Maintenance Plan to include Systems Inspections	9/30/2010	
2.	Provide training to staff in accordance with training plan. Terminate practice of using outdated forms and		Written directive	12/31/2010	

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
require use of updated UPCS inspection forms for all inspections					
3. Develop annual inspection log that contains the unit identifier, planned and actual inspection date, result of the inspection, and work order number.			Printed or computerized inspection log	9/30/2010	
4. Develop procedures to fully utilize the automated system to schedule and track annual UPCS inspections			Written procedures	10/31/2010	
5. Create a discrete work order code for annual UPCS inspections			New work order code	8/31/2010	
6. Ensure the system is utilized to schedule annual inspections through the generation of annual inspection work orders			Written procedures	12/31/2010	
7. Ensure that work orders are closed in the system with the date of performance and inspection result.			Written procedures	12/31/2010	
8. Conduct 100% of unit, building and systems inspections in accordance with UPCS			Confirmation of completion of inspections	FYE 6/30/11	
H. Increase Individual Accountability Through Periodic Monitoring and Evaluation of Employee Productivity and Work Quality		No Performance Monitoring and Follow-Up	Documented Review of Performance	10/31/10 ongoing	Dir of Hsg Mgmt and Asst Prop. Mgrs
1. Familiarize staff with applicable performance standards as set forth in the Maintenance Plan and in applicable HUD regulations (i.e., MASS sub-indicator 1 – vacant unit turnaround time; sub-indicator 3 – work orders)			Sign-in sheets from staff orientation and training		
2. Monitor productivity by reviewing work orders, work order reports and assessing quantity of work based on field observations of a representative sample of work on a weekly basis			Review notes and written observations; work order reports		
3. Utilize quality of work and quantity of work as evaluation factors when conducting periodic employee performance evaluations of Maintenance Personnel.			Completed performance appraisals		

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
I. Utilize maintenance planning		No Maintenance Implementation Plan	Planned, logical approach to maintenance delivery	11/30/10	Dir of Hsg Mgmt and Asst Prop. Mgrs
1.	Establish long-term and short-term maintenance priorities		Priorities listed in annual maintenance plan		
2.	Incorporate objectives of property-specific maintenance plans in daily operations		Daily work assignments reflecting priorities		
3.	Follow written priorities and written procedures as the basis for assigning and completing work		Work performed according to established priorities		
I. Implement a Formal Preventive Maintenance Program		Only Limited PM is Performed	Implementation of Comprehensive PM Plan	3/31/11	Dir of Hsg Mgmt and Asst Prop. Mgrs
1.	Develop written PM procedures, inspection, and servicing forms, and PM progress report forms.	No Written Procedures	Written PM procedures and protocol	12/31/10	Dir of Hsg Mgmt and Asst Prop. Mgrs
a.	Identify components of each property to be inspected and serviced; include items currently subject to PM with emphasis on elements that affect health, safety, utility costs, and operating costs.		Identification of elements subject to PM		
b.	Determine inspection and service intervals and service protocols for each component		Written service requirements		
c.	Develop PM inspection and servicing checklists		Printed PM Checklists		
2.	Develop property-specific PM Plans; newly constructed properties must be properly maintained prior to emergency maintenance problems	No Formal Plan	PM Plan for Each Property	12/31/10	Dir of Hsg Mgmt and Asst Prop. Mgrs
3.	Develop calendar or schedule of PM activities for each property		PM Schedule		
4.	Assign staff for the performance of PM		Written assignment of staff		
5.	Consolidate the inspection and servicing protocols, calendar-schedule, staff assignments, and budget into one document		Consolidation of Property-specific PM plan		
6.	Allocate sufficient budget authority to support the PM		PM Budget		

PROPERTY MAINTENANCE Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
program					
7. Execute and provide weekly documentation of the performance of PM, utilizing the automated work order system as the primary method of scheduling and documenting completion of the work.		No Documentation of PM other than work orders when is accomplished	Documented performance of PM according to the PM plan and procedures	3/31/11, on-going	Asst. Property Mgrs and Maint Supervisors

6. RESIDENT SERVICES AND INITIATIVES

PHAS Performance Targets						
Indicator #:	Name:	Baseline As of: 6/30/09	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
4	Resident satisfaction					
3-5	Economic self sufficiency	67% of Goals				>90% for each 100% of Goals

RESIDENT SERVICES AND INITIATIVES Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
6.1 DEVELOP PLAN TO ASSIST RESIDENT FORMULATION OF RESIDENT ADVISORY BOARDS AND RESIDENT COUNCILS		No Formal Resident Organization	Formal Resident representation recognized by the agency	12/31/10	Executive Director/ Resident Services Staff
A. Improve resident involvement by facilitating the development and effective operation of resident organizations		No Resident Advisory Board	More Knowledgeable Residents & Resident Groups	10/31/10	Executive Director/ Resident Services Staff
1. Formally assign staff to tenant organization development duties.			Written delegation of duties		
2. Provide training to appropriate staff on formulation of Resident Advisory Boards and Resident Councils.			Training arranged for staff responsible for resident services.		
3. Explore the various resident organization options (e.g. Resident Groups, Site Based resident Councils, City Wide Resident Councils) with residents.			Documentation of discussions with residents. Recommendation on organization type.		
4. Provide technical assistance to residents in the development of a strategic plan that will include.			Documentation of TA delivery		
a. HACCP delivery of support to resident groups					
b. Formation of recognized resident organization					
c. Outreach for resident participation					
d. Education of residents on their role in planning					
5. Evaluate progress of resident organization development on a quarterly basis			Completed progress reports		

RESIDENT SERVICES AND INITIATIVES Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completi on Date	Lead staff for PHA and HUD
6.2 ESTABLISH SYSTEM TO DOCUMENT ACCOMPLISHMENTS OF PROGRAM GOALS & MONTHLY REPORTS		UNTIMELY MONTHLY REPORTS	FULLY DOCUMENTED TENANT PARTICIPATION & TIMELY REPORTING	11/30/10	Executive Director, Director of Housing Management
A. Implement Plan to Measure and Track Tenant Participation in Self-Sufficiency Activities		No data to support self-sufficiency activity.	Adequate system to document accomplishments	11/30/10	Executive Director, Director of Housing Mgmt, Resident Services Staff
1. Develop mechanism to record and report data on Economic self sufficiency participation. To include at a minimum: Written and established goals, Create a system to monitor and track accomplishments			Staff team assigned in writing and meeting schedule disseminated		
2. Develop monitoring and tracking systems that record tenant participation (e.g. sign in sheets, number of residents served, certificates of achievement, etc) and progress towards goals in accordance with grant rules and regulations.			Tracking system developed and maintained		
3. Document and report on service delivery on a monthly basis. Establish and maintain files in support of annual MASS certification			Monthly activity report, MASS files organized		

Operational Area: **7. CAPITAL FUNDS AND HOPE VI**

PHAS Performance Targets		Baseline As of: 6/30/10	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
Indicator #:	Name:					
3-2a	Funds un-expended	\$0	\$0	\$0	\$0	\$0
3-2b	Funds un-obligated	\$0	\$0	\$0	\$0	\$0
3-2c	Quality of work	No open findings	No open findings	No open findings	No open findings	No open findings
3-2d	Contract administration	No open findings	No open findings	No open findings	No open findings	No open findings
3-2e	Budget controls	\$0 > budget	\$0 > budget	\$0 > budget	\$0 > budget	\$0 > budget

CAPITAL FUNDS Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
7.1 IMPROVE THE MANAGEMENT DOCUMENTATION AND REPORTING OF ALL CAPITAL FUND PROGRAMS [REFERENCE: 24 CFR 968.315, 903.1-11]		COMPREHENSIVE LISTING AND/OR MATRIX UNAVAILABLE CAPTURING ALL PROGRAM INFORMATION AT THE TIME OF DOCUMENT REQUEST	FULL PROGRAM MANAGEMENT CAPABILITY AND DOCUMENTATION	12/31/2010	EXECUTIVE DIRECTOR, MOD COORDINATOR
A. Written documentation requiring and describing in house reports to HUD, Board of Commissioners and for staff tools				10/1/10	Executive Director
7.2 ESTABLISH FORMAL PROGRAM MANAGEMENT PROCEDURES [REFERENCE: 24		USE OF FUNDS WITHOUT PRIOR	CLEAR GUIDELINES ON THE PROCESS TO OBTAIN	12/31/10	EXECUTIVE DIRECTOR

CAPITAL FUNDS Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
CFR 968.100 ET. AL]		HUD APPROVAL	APPROVALS PRIOR TO EXPENDITURE OF FUNDS		
A. Establish procedures to ensure HUD approval prior to using HUD funds		Process not clearly established	Clear written guidelines for the process to obtain HUD approval	10/31/10	Executive Director
7.3 ESTABLISH SCHEDULING MATRIX TO CAPTURE ALL DATA REGARDING SPECIFIC CAPITAL FUND PROGRAMS (ARRA, CDBG ETC). IT THE AUTOMATED PROGRAM CAN GENERATE SUCH INFORMATION IN A SUCCINCT FORM THAT IS ACCEPTABLE. CAPTURING DATA FOR ALL PROGRAMS SUCH AS: Reporting dates, Contracts issued, Obligation and expenditure dates and amounts, new hires, scheduled activity etc.		NO OVERALL PLANNING AND MANAGEMENT TOOL THAT CAPTURED ALL PROGRAMS DATA	SCHEDULING MATRIX FOR EACH PROGRAM CAPTURING ALL ESSENTIAL DETAIL	3/31/11	EXECUTIVE DIRECTOR, DIRECTOR OF FINANCE

Operational Area:

8. SECURITY

PHAS Performance Targets		Baseline As of: 6/30/09	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
Indicator #:	Name:					
3-6a	Reporting and tracking crime		Document Tracking ≥90% of Properties	Document Tracking ≥90% of Properties	Document Tracking ≥90% of Properties	Document Tracking ≥90% of Properties
3-6b	Applicant screening		Implemented policies & procedures	Implemented policies & procedures	Implemented policies & procedures	Implemented policies & procedures
3-6c	Lease enforcement		Implemented policies & procedures	Implemented policies & procedures	Implemented policies & procedures	Implemented policies & procedures
3-6d	Grant management		Excluded	Excluded	Excluded	Excluded

SECURITY Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
8.1 IMPROVE RESIDENT AND COMMUNITY PERCEPTION RELATIVE TO CRIME AROUND HOUSING SITES		NEGATIVE PERCEPTION OF AREAS SURROUNDING AGENCY SITES	IMPROVED PERCEPTION RELATIVE TO CRIME	12/31/10	EXECUTIVE DIRECTOR, DIR OF HSG MGMT
A. Re-establish formal relationship between agency & police department			Improved systems to address criminal activity	12/31/10	Dir of Hsg Mgmt

SECURITY Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
1.	Contact local police to reestablish Public Housing-Police Relationship. Discuss current agency initiatives (e.g. Community Watch Program, etc.) Review any existing memorandum of agreement and update as necessary		Date and time of contact documented. Agreements reviewed and updated		
2.	Routinely Obtain Crime Reports from the police		Monthly reports in receipt		
3.	Assign responsibility for insuring continued police-HACP contact for Housing Management and make evidence of contact a part of routine staff reports		Staff assignment in writing		
B. Establish an Effective Method, Policy and Procedures for Securing vacant, closed units and coordinate their security with proper officials until such time a decision is made on what action will be taken		Long standing vacancies not properly secured allowing extensive damage through vandalism	Policy and procedures Procedure established and disseminated to appropriate staff	12/31/10	Director of Hsg Mgmt

Operational Area:

9. MANAGEMENT INFORMATION SYSTEMS

MANAGEMENT INFORMATION SYSTEMS Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
9.1 IMPROVE THE EFFECTIVENESS OF THE AUTOMATED SYSTEMS		SOFTWARE LIMITATIONS & LIMITED STAFF PRODUCTIVITY	INCREASED PRODUCTIVITY THROUGH MORE EFFICIENT USE OF SOFTWARE	6/30/11	ED, DIRECTORS OF FINANCE AND HOUSING MGMT
A. Update Existing Agency Software and Train Staff		Existing Agency software needs updates activated	All Staff Using Most Current Version of existing software	1/31/11	ED, Directors of Finance and Housing Mgmt
1. Identify the latest version of Visual Homes software with assistance from the vendor			Most current version of Visual Homes used by all of HACP	10/31/10	ED, Directors of Finance and Housing Mgmt & Vendor
2. Install most current version of software on all HACP workstations. Explore the need for an on-call IT person to assist in trouble shooting and implementation of the Visual Homes system			Decision made on issue of contracting for IT support on an as needed basis. Update Installation completed	11/31/10	ED, Directors of Finance and Housing Mgmt & Vendor
3. Train all staff to the use of the installed software including identifying HACP staff to conduct in house training			Software vendor contacted and training scheduled	12/31/10	ED, Directors of Finance and Housing Mgmt & Vendor
4. HACP staff person identified to conduct on-going training for other staff persons on program features			Staff effectively using Visual Homes	12/31/10	ED, Directors of Finance and Housing Mgmt
B. Improve information available with existing software		Staff unable to produce timely information & reports	System providing comprehensive report information as needed by staff	3/11/10	ED, Directors of Finance and Housing Mgmt
1. Contact the software vendor to obtain the best training options on use of the software			Work order to software support vendor	12/31/10	
2. Obtain training in the use of the software for all staff			All staff trained	12/31/10	ED, Directors of Finance and

MANAGEMENT INFORMATION SYSTEMS Targets and Strategies		Baseline As of: 6/30/09	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
3. Secure aspect of current contractual agreement to get immediate technical support when necessary			Procedures in place to get immediate software support	10/30/10	Housing Mgmt ED, Directors of Finance and Housing Mgmt
4. Assign Agency Staff persons to be the lead contacts for each department and Single Point of Contact for the Agency. Single point of contact should: be familiar with Visual Homes, have the knowledge to quickly resolve problems or obtain immediate answers, have an awareness of available updates, be responsible for implementing updates, schedule staff training and issue reports to the Executive Director.			Knowledgeable person assigned in each department to assume lead in software use troubleshooting and single point of contact for the Agency Single point of contact appointed by ED in writing and provided with expectations Written notification to vendor of Single Point Agency Contact for support	12/31/10	ED, Directors of Finance and Housing Mgmt
5. Inform Support Vendors of communication protocol through the Single Point of Contact					ED, Directors of Finance and Housing Mgmt
9.2 DEVELOP PROCEDURES FOR INFORMATION SYSTEM ACTIVITY	NO INTERNAL PROCEDURES FOR INFORMATION SYSTEM ACTIVITY	PROTOCOLS AND PROCEDURES DEVELOPED TO FACILITATE INFORMATION SYSTEM ACTIVITY		3/31/2011	EXECUTIVE DIRECTOR, DIRECTORS OF FINANCE AND HOUSING MANAGEMENT
A. Develop standardized data entry, report generating and data management procedures and disseminate to staff with training (see 4.7)		Written procedures disseminated to all affected staff	3/31/11		Exec. Dir, Dir of Finance & Housing Management
B. Develop protocol and procedures for requesting technical support with Visual Homes system. Procedures should indicate the lead person for each department and the agency's main point of contact. The procedure should be accompanied by a form to assist individuals in requesting software support		Written Procedure to obtain software support with request form	12/31/10		Exec. Director, Dir of Finance & Housing Management

LAND BANK INITIATIVE

Attachment al169p01

The Housing Authority of the City of Prichard is establishing a land bank as a component of implementing the Neighborhood Stabilization Program 2 (NSP2). The land bank will be established according to Community Planning & Development (CPD) requirements and the provisions of the NSP2 Grant Agreement executed by HUD effective February 11, 2010.

In NSP2, land banks are categorized under Eligible Use C. Land banks are assembled by purchasing foreclosed homes, demolishing the blighted improvement, and holding the property for future redevelopment. Vacant foreclosed properties, including tax sales properties, and donated properties are also eligible property types to be held in a land bank.

HACP's NSP2 action plan calls for the purchase and demolition of three hundred (300) properties. During the term of the NSP2 grant, seventy-five (75) properties will be used for redevelopment and two hundred twenty-five (225) properties will remain in the land bank. Per NSP2/CPD regulations, properties cannot remain in the land bank for more than ten (10) years. NSP2 activity delivery funds, Eligible Use C, will be used to operate the land bank for the term of the NSP2 grant. After the term of the NSP2 grant, program income will be used to operate the land bank.

As specified in the NSP2 application, the land bank will operate in the name of the grantee, the Housing Authority of the City of Prichard. HACP will operate the land bank in compliance with NSP2 criteria; properties to be acquired must be foreclosed properties and all properties must be in the target census tracts that comprise the City of Prichard.

The NSP2 budget amount for Eligible Use C, the land bank, is \$3,000,000.00. \$2,500,000.00 is allocated for acquisition and \$500,000.00 is allocated for operating the land bank. CPD utilizes the DRGR system for action plans, reporting and draw downs. The DRGR Quarterly Performance Reports (QPRs) are posted on HACP's Website at www.prichardhousing.com.